

FINAL

CHAPTER 10-

GENERAL LEDGER

The U. S. Department of Housing and Urban Development (HUD) Accounting Department for Single Family Housing maintains the Single Family Acquired Asset Management System (SAMS) general ledger. This chapter covers the tasks necessary to post, edit, and delete entries to the SAMS general ledger which contains all of the business financial accounts for SAMS and contains offsetting debit and credit accounts (including control accounts).

Chapter 10 contains:

10.1 - General Ledger Overview

This section describes the SAMS general ledger processes and provides an overview of the tasks involved in monitoring and maintaining accurate financial status of properties: Add Property to Inventory, Capture and Record Acquisition Costs for Property, Correct Financial Classification of Property, and Close Accounting Period.

10.2 - Capture and Record Acquisition Costs for Property

This section describes in detail the SAMS general ledger processing tasks and procedures required to add a property to the HUD inventory and record the associated acquisition costs.

10.3 - Correct Financial Classification of Property

This section describes in detail the processing tasks and procedures involved in correcting the financial classification of a single-family property in the SAMS inventory. It also provides information on how to permanently or temporarily remove a property from the SAMS single-family inventory.

10.4 - Close Accounting Period

This section describes in detail the processing tasks and procedures involved in preparing and posting general ledger journal entries to maintain the general ledger within SAMS.

10.5 - General Ledger Query

This section provides detailed information on the SAMS query screens used to access and review journal entries.

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10 GENERAL LEDGER

10.1 General Ledger Overview

Introduction

This chapter describes in more detail the general ledger activities, briefly identified in **Chapter 1 – Introduction to SAMS**, related to:

- The **Maintain Accounting of Property Inventory**. These activities include adding and removing cases from the SAMS single-family property inventory, and correcting the financial classification of properties within the inventory.
- The **Maintain General Ledger**. These accounting activities are related to the posting of valid journal entries to the SAMS general ledger (GL).

Authorized accounting personnel in the Single-Family Post Insurance Division (SFPID) or Single Family Acquired Assets Branch (SFAAB) use the screens described in this chapter to:

- Monitor and maintain an accurate financial status of each property in the HUD single-family property inventory that is recorded in the SAMS general ledger
- Add new properties to the SAMS single-family property inventory
- Adjust or correct financial transactions, when necessary, that have been posted to the SAMS general ledger
- Review financial activity in the SAMS general ledger
- Make adjusting entries to the SAMS general ledger, when necessary

Note

While this document describes procedures that HUD personnel follow when capturing, displaying, modifying, and deleting information in SAMS, it should not be construed that the procedures presented replace or represent official HUD policy. Any changes to HUD business practices that affect SAMS' processes, screens, or reports will be documented in subsequent versions of this document.

10.1 - General Ledger Overview (continued)

Posting Entries

Using the double-entry method of accounting, the SAMS processes post financial transactions at the case level in the SAMS general ledger. The month-end closing procedures summarize these transactions for posting to the HUD general ledger. Each journal entry recorded in the SAMS database is retrievable by transaction type or accounting event using:

- A case number
- Section-of-the-Act (SOA)
- An FHA fund code
- A unique HUD Office code or identifier
- Journal Entry number

In addition, for a specific accounting period, the system calculates and displays:

- Beginning account balances
- Current activity balances
- Ending balances

Chapter Overview

This chapter contains:

- **Section 10.1 - General Ledger Overview**, which provides a general overview of the HUD general ledger activities as they relate to SAMS, outlines the four (4) main SAMS general ledger tasks, and provides illustrations of the menus from which the SAMS general ledger screens are accessed.
 - **Section 10.2 - Capture and Record Acquisition Costs for Property, Section 10.3 - Correct Financial Classification of Property, and Section 10.4 - Close Accounting Period**, which each cover one of the general ledger tasks in detail including procedure tables and illustrations of each screen accessed.
 - **Section 10.5 - General Ledger Query**, which provides illustrations and detailed descriptions of each of the general ledger query screens used to examine, validate, and verify the correct posting of financial transactions.
-

General Ledger Accounting Tasks

The Maintain Accounting of Property Inventory accounting tasks include:

Task 1: Add Property to Inventory

Task 2: Capture and Record Acquisition Costs for Property

Task 3: Correct Financial Classification of Property

Task 4: Close Accounting Period

*Task 1:
Add Property to
Inventory*

The Add Property to Inventory task identifies, captures, and records data that uniquely identify and describe the HUD-acquired property. Most properties are added to HUD inventory through FHA Claims processing. However, some properties that are processed and sold through SAMS are initiated by other HUD Program Offices and are entered by Headquarters accounting personnel based upon the information provided from those other offices. These properties are entered through the summary mode of the Case Definition (CMC1) screen, described in detail in the **Case Definition (CMC1) Data Screen** section, and are identified in Table 10-1.

Table 10-1 Special Add Acquisition Type Codes

Property Type	Acquisition Type Code
DOD Section 1013 Properties	D
Home Equity Conversion Mortgage (Reverse Mortgage)	H
Title 1 Loans	T
Section 312 Properties	3
Legal	L

Since these properties are not automatically recorded in SAMS through the Claims and Miscellaneous Claims interfaces, the necessary accounting information is not automatically added by reference to the IIF files. This information is added by Headquarters accounting personnel and the cases do not require IIF verification.

After entry in SAMS, the processing and sale of these properties is handled the same as any other case in the SAMS inventory. The Add Property to Inventory task is described in detail in **Section 3.2 – Acquire Property Case Management Tasks of Chapter 3 - Case Management**.

10.1 - General Ledger Overview (continued)

Task 2: Capture and Record Acquisition Costs for Property

The Capture and Record Acquisition Costs for Property task identifies, captures, and records data received from the Single-Family Claims Branch (SFCB) that identify the costs incurred by HUD and associated with the acquisition of a property within the HUD single-family property inventory.

The acquisition costs for these properties are received from the SFCB via two claims batch interface files as financial transactions that have been batched by other HUD automated systems into transaction files that are uploaded to SAMS. The two external automated systems, introduced in the **SAMS Automated Interfaces** section of **Chapter 1 - Introduction to SAMS**, are:

- **Claims Insurance** interface (A43C Claims), which contains financial transactions composed of the balance of the note and acquisition-related expenses (if more than one claim is received for a case, the transactions are marked as partial claim, supplemental claim, and final claim)
- **Miscellaneous Claims Insurance** interface (A43C/EDI), which contains financial transactions comprised of other acquisition-related expenses

Some cases come to HUD without a clear ownership title. Because title for the property is not passed to HUD, HUD pays no claim and does not own the property. HUD, however, assumes the responsibility to protect and manage the property until the title problems are resolved and the claim is paid. These properties are entered into SAMS with an acquisition type code of CS (abandoned or custodial). Costs incurred to maintain and safeguard custodial properties are entered, by case number, into the General Ledger and become part of the General Ledger's monthly reports. When the claim is paid, the payment is entered into the General Ledger, the property becomes part of SAMS inventory, and progresses to its sale.

Task 3: Correct Financial Classification of Property

The Correct Financial Classification of Property task identifies and records data required to change the financial classification of a property in the SAMS inventory. These corrective actions create new journal entries to reverse the initial entries and post new journal entries using the correct financial classifications.

Task 4: Close Accounting Period

The Close Accounting Period task:

- Identifies the monies due HUD for sold properties
- Verifies that the monies due HUD from the sale are received
- Verifies that no outstanding acquisition and sale costs exist (accounts sum to zero) for a sold property

This reconciliation takes place soon after the legal settlement of the property occurs and the *Form HUD-1, Settlement Statement* is entered correctly into SAMS. The completion of this task is necessary because the property is no longer considered a part of the active HUD single-family property inventory. After reconciling the accounting on the sale of the property, the property status is changed to closed and the records are archived.

General Ledger Menus

The general ledger screens documented in this chapter are accessed through the SAMS Main Accounting Menu (LMNA), illustrated in Figure 10-1, or directly from a screen as a GOTO option. To access the SAMS Main Accounting Menu (LMNA) either:

- Enter *X* in the selection field for the *Accounting* option from the SAMS Data Entry Menu (LMDE) and press the <ENTER> key
- Using the expert mode, enter *LMNA* in the Screen field in the upper left-hand corner of a screen and press the <F2> key

Note

Refer to the **Using SAMS** section in **Chapter 1 – Introduction to SAMS** for detailed instructions on signing on to SAMS and opening the SAMS Data Entry Menu (LMDE).

SCREEN: <u>LMNA</u>		S A M S	05/06/03
		MAIN ACCOUNTING MENU	16:59:55 EST
TYPE (X) TO SELECT	SCREEN TITLE		
L _	ACCOUNTING SCREENS		
L _	COLLECTIONS		
L _	DISBURSEMENTS		
L _	ACCOUNTING INTERFACE		
L _	RENTALS AND DEBT MANAGEMENT		
L _	1099 MAINTENANCE MENU		
L _	PROGRAM 203K CASES		
PF 2=SWITCH 4=PREV MENU 5=MAIN MENU			

Figure 10-1 SAMS Main Accounting Menu (LMNA)

Note

The screens included in this document are for illustrative purposes only and reflect the menu selections and screen layouts available at the time the screen was captured. Menu or screen changes from a later release of SAMS are noted, where applicable, and will be documented in later releases of this document.

10.1 - General Ledger Overview (continued)

General Ledger Menus (continued)

The general ledger screens are divided between two Accounting submenu screens:

- The primary Accounting Screens Menu (LMAC) where the most frequently used accounting screens are displayed
- The Accounting Interface Menu (LMBT) where the interface processing screens are located

Note

With the exception of the JE List by Property (ACPL) screen, the screens identified on the SAMS Accounting Screens Menu (LMAC) may only be accessed and used by authorized SFPID accounting personnel.

Accounting Screens Menu (LMAC)

To access the Accounting Screens Menu (LMAC), illustrated in Figure 10-2, either:

- Enter an *X* in the selection field for the *Accounting Screens* option from the SAMS Main Accounting Menu (LMNA) and press the <ENTER> key
- Using the expert mode, enter *LMAC* in the Screen field in the upper left-hand corner of a screen and press the <F2> key

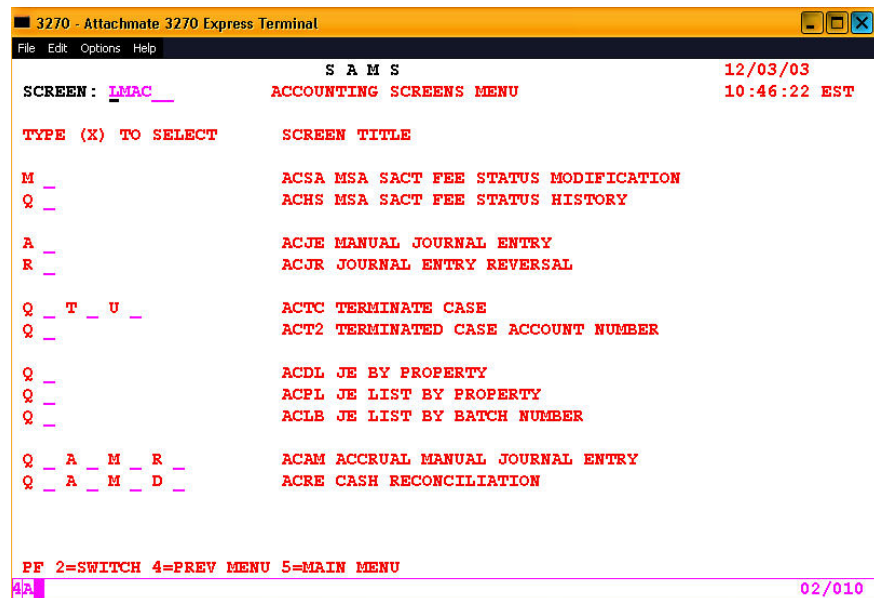


Figure 10-2 Accounting Screens Menu (LMAC)

Accounting Interface Menu (LMBT)

To access the Accounting Interface Menu (LMBT), illustrated in Figure 10-3, either:

- Enter an *X* in the selection field for the *Accounting Interface* option from the SAMS Main Accounting Menu (LMNA) and press the <ENTER> key
- Using the expert mode, enter *LMBT* in the Screen field in the upper left-hand corner of a screen and press the <F2> key

S A M S		02/10/03
ACCOUNTING INTERFACE MENU		16:29:00 EST
SCREEN: LMBT		
TYPE (X) TO SELECT	SCREEN TITLE	
A _ M _ E _ Q _ D _ S _	CMC1 CASE DEFINITION	
Q _ M _	IFBH INTERFACE POSTING SCREEN	
Q _	IFCL A43C CLAIMS	
Q _ A _	IFCR CLAIMS RECLASSIFICATION	
M _	IFCP ACCOUNTING PERIOD	
Q _	IFML MSA MONTHLY ACTIVITY LISTING	
PF 2=SWITCH 4=PREV MENU 5=MAIN MENU		

Figure 10-3 Accounting Interface Menu (LMBT)

Sections 10.2 - Capture and Record Acquisition Costs for Property through 10.5 - General Ledger Query describe the general ledger screens accessed to complete the general ledger tasks documented in this chapter.

10.2 Capture and Record Acquisition Costs for Property

Introduction

There are six (6) tasks required to record the acquisition costs for a property, beginning with the addition of a property through the Miscellaneous Claims Insurance interface or manually, using the summary mode of the Case Definition (CMC1) screen and ending with the posting of the claims acquisition costs to the SAMS general ledger (GL). The Record Acquisition Costs for Property process is performed in accordance with the tasks discussed here.

Note

The **query** and **special add** modes of the Case Definition (CMC1) screen relevant to the SAMS general ledger tasks are described in detail under **Case Definition (CMC1) Data Screen** in this chapter. For a detailed description of the all the modes for this screen, refer to the **Case Definition (CMC1) Data Screen** section in **Chapter 3 - Case Management**.

Processing Tasks

The Capture and Record Acquisition Costs for property tasks covered in this section are:

Task 1: Add Property to SAMS Inventory of Properties

Task 2: Load Claims Interface Batch File

Task 3: Verify Accuracy and Completeness of Claims Interface Batch File

Task 4: Mark Claims Interface Batch File Ready-to-post

Task 5: Post Claims Interface Batch Transactions

Task 6: Reclassify Erroneous Claims Interface Transactions

10.2 - Capture and Record Acquisition Costs for Property (continued)

Task 1: Add Property to SAMS Inventory of Properties

The method used to add a property to SAMS depends on how HUD acquired the property:

- Most properties are added to SAMS by M&M staff, as described under **Case Definition Data (CMC1) Screen** in **Chapter 3 - Case Management**
- When the SFCB notifies HUD of a property assignment, authorized accounting personnel record the property in SAMS and add a subset of the required Case Management data to establish the case in SAMS, as described under **Case Definition (CMC1) Data Screen** in this chapter. M&M staff must then enter the remainder of the required data.

Note

The financial classification data associated with a SAMS property **must** match the financial classification data of the property in the Insurance-In-Force (IIF) System or the property may not move beyond Case Management step 1. HECM cases are an exception to this rule. On the IIF Failure Reason (SMBK) query screen, described under **IIF Failure Reason (SMBK) Screen** in **Chapter 3 – Case Management**, users display failure information based on an independent verification of a property's financial classification data in SAMS against the IIF property data.

Task 2: Upload Claims Interface Batch File

Two (2) different files (i.e., Claims Insurance and Miscellaneous Claims Insurance) are received from the SFCB within through the Claims Interface:

- The **Claims Interface** batch file is received in SAMS on a daily basis from the Single Family Claims Branch (SFCB) and adds a property to SAMS if it does not already exist. SFCB personnel record the acquisition costs associated with single-family properties acquired through foreclosures.
- The **Miscellaneous Claims Insurance** batch file is received in SAMS on a monthly basis. The Miscellaneous Claims process loads additional acquisition costs and cost corrections to the new property.

The claims files are uploaded to SAMS and add the property's financial aspects to the SAMS General Ledger.

Note

Refer to **SAMS Automated Interfaces** in **Chapter 1 – Introduction to SAMS** for additional information on the Claims Insurance and the Miscellaneous Claims Insurance interfaces.

10.2 - Capture and Record Acquisition Costs for Property (continued)

*Task 3:
Verify Accuracy
and
Completeness of
Claims Interface
Batch File*

Once the load procedure is completed, the batch displays in the *NP* (not posted) status on the Interface Posting (IFBH) screen, described in detail under **Interface Posting Screen Listing (IFBH) Data Screen** in **Chapter 8 – Collections**, and is ready to be verified. At this point, authorized SFPID accounting personnel review the load of the claims interface file to compare the dollar amounts and transaction counts on the Interface Posting (IFBH) screen for the batch with the dollar amounts and transaction counts received from the SFCB within HUD.

If the dollar amounts and counts of the claims batch do not match the SFCB amounts, or if it appears that the claims batch file did not load correctly or completely, the accounting personnel may review the A43C Claims Listing (IFCL) screen, described in detail under **A43C Claims Listing (IFCL) Query Screen**, to identify the transactions that are missing or incorrect. In most instances, they delete the erroneous claims batch from SAMS using the Delete Interface File (IFDL) screen, described under **Delete Interface File (IFDL) Screen** in **Chapter 8 - Collections**. When a batch is rejected, authorized SFPID accounting personnel request a re-transmission of the file

*Task 4:
Mark Claims
Interface Batch
File Ready-to-
post*

Batch transactions are verified as correct and complete using the Interface Posting (IFBH) screen, described in detail under **Interface Posting Screen Listing (IFBH) Data Screen** in **Chapter 8 - Collections**, and the Batch Detail Listing (BTBD) screen, described in detail under **Batch Detail Listing (BTBD) Screen** in **Chapter 8 - Collections**. Once the batch upload accuracy is verified, authorized SFPID accounting personnel use the Interface Posting (IFBH) screen again to change the claims interface batch status to *RP* (ready-to-post).

*Task 5:
Post Claims
Interface Batch
Transactions*

SAMS periodically monitors the claims interface batch for files that are marked *RP* (ready-to-post). Once found, SAMS posts those claims interface batch transactions to the designated single-family case numbers in the SAMS general ledger. If the Claims Insurance batch cannot locate the designated case number, SAMS automatically inserts the case number into the data base. If there are detail errors in the Claims Insurance batch, the case is posted to the Lost and Found file. On the Interface Posting (IFBH) screen, the Lost and Found transactions display as 998-DCLAIM, 999-GFUNDZ, 999-MFUNDZ, or 999-SFUNDZ, based on the fund code of the original transactions. Once the entire batch has been posted, SAMS then changes the batch status to *VP* (verified and posted).

10.2 - Capture and Record Acquisition Costs for Property (continued)

Task 6: Reclassify Erroneous Claims Interface Transactions

All case numbers are established by the SFCB prior to their entry into SAMS. Occasionally, an invalid case number is recorded. To identify those transactions that posted to Lost and Found, authorized Single Family Acquired Assets Branch (SFAAB) personnel first request a claims posting report, based on the claims interface:

- The *Daily Claims-Consolidated Detail (ACDCCD01)* report for Claims Insurance information
- The *Daily Claims-Consldted Summary (ACDCCS01)* report for summary Claims Insurance information
- The *Misc. Claims Posting (ACCPCD01)* report for Miscellaneous. Claims Insurance information

Note

Refer to **Chapter 11 – SAMS Standard Reports** for detailed instructions on generating, viewing, and printing standard SAMS reports.

SFAAB personnel research these Lost and Found transactions to identify the problems that resulted in the transactions being posted to the Lost and Found case number. The A43C Claims Listing (IFCL) screen, described in detail under **A43C Claims Listing (IFCL) Query Screen**, is useful for identifying the claims transaction details sent to SAMS.

Once the problem with a Lost and Found claims interface transaction is identified and resolved, authorized SFPID accounting personnel must reclassify the transactions posted to the Lost and Found case numbers.

1. For Claims Insurance transactions, users access the Claims Reclassification (IFCR) screen to reclassify the monies associated with a claims transaction from the Lost and Found case number to the correct HUD single-family property case number.
- For Miscellaneous Claims Insurance transactions, users access the Miscellaneous Claims Adjustment and Receivable Modify (IFMR) screen or the Miscellaneous Claims Disbursement (IFMD) screen to reclassify the monies associated with claims transaction from the Lost and Found case number to the correct HUD single-family property case number.

Note

For detailed descriptions and illustrations of the Claims Reclassification (IFCR), Misc Claims Adj and Recv Modify (IFMR), and Misc Claims Disbursement Modify (IFMD) screens refer to **Claims Reclassification (IFCR) Data Screen**, **Misc Claims Disbursement Modify (IFMD) Data Screen**, and **Misc Claims Adj and Recv (IFMR) Data Screen**.

10.2 - Capture and Record Acquisition Costs for Property (continued)

Task 6: Reclassify Erroneous Claims Interface Transactions (continued)

Any Claims Insurance interface batch transaction that is successfully posted by SAMS and is later discovered to have an erroneous classification (i.e., wrong fund code, post code, or wrong case number) can be corrected by authorized SFPID accounting personnel using the Claims Reclassification (IFCR) screen, described in detail under **Claims Reclassification (IFCR) Data Screen**.

Processing Screens

The Record Acquisition Costs for Property screens allow authorized SFPID accounting personnel to:

- Record the addition of new properties or cases in SAMS that are received periodically from SFCB or are entered manually using the Case Definition (CMC1) screen, described in detail under **Case Definition (CMC1) Data Screen** in this chapter and in **Chapter 3 – Case Management**.
- Monitor and maintain an accurate financial status for each property in the HUD single-family property inventory that is recorded in the SAMS general ledger.

These data screens support accounting personnel tasks to correctly reflect the inventory on-hand and modify or correct the financial status of a property during a particular accounting period.

Data Screens

The following data screens are described in this section:

- Case Definition CMC1
- Claims Reclassification..... IFCR
- Miscellaneous Claims Disbursement IFMD
- Miscellaneous Claims Adjustment and Receivable IFMR

Query Screens

The following query screen is described in this section:

- A43C Claims Listing IFCL
-

Case Definition (CMC1) Data Screen

This section covers only the *query* (QCMC1) and *special add* (SCMC1) modes of the Case Definition (CMC1) data screen used by SFPID accounting personnel to establish cases in SAMS for properties which are not typically contained in the insurance system. Single-Family Post Insurance sources for these properties are legal settlement, Home Equity Conversion Mortgages (HECMs), and foreclosed Purchase Money Mortgages. Only a limited subset of Case Management required fields are entered for these cases.

Note

The Case Definition (CMC1) screen is described in detail for all modes under **Case Definition (CMC1) Screen** in **Chapter 3 - Case Management**.

The initial entry of information into the Case Definition (CMC1) data screen is vitally important because it provides the basic unit of information about a property for as long as it resides in the SAMS database. This information is carried forward and is displayed on numerous SAMS data screens.

It remains the responsibility of the receiving field office to complete the data entry according to instructions contained in **Chapter 3 – Case Management**. In addition, only HOC personnel can transfer a case from one area office to another using the change entity option.

Note

Chapter 3 – Case Management, describes the tasks authorized HOC Area (M&M) staff follow to add a new property to the single-family inventory, establish a new case in SAMS, locate or verify descriptive information about a property within SAMS inventory, correct erroneous data for properties entered in SAMS inventory, delete a case which has no accounting transactions for the case, or add descriptive data to properties established by the Claims Insurance interface or Headquarters SFPID accounting personnel.

Through interface validation with the HUD Single-Family Insurance-In-Force (IIF) system, SAMS does not allow a case that fails IIF verification to be processed beyond step 1, thus ensuring the integrity of the data. This interface and verification are performed immediately (real-time response) to allow online confirmation of the accuracy of the data entry.

When a case fails IIF, users access the IIF Failure Reason (SMBK) screen, described under **IIF Failure Reason (SMBK) Screen** in **Chapter 3 – Case Management**.

10.2 - Capture and Record Acquisition Costs for Property (continued)

Note

HECM (reverse mortgage) cases are not subject to IIF verification.

Before You Begin

Before using the Case Definition (CMC1) screen, illustrated in Figure 10-4, gather the appropriate acquisition documents for:

- Legal Settlement - Acquisition code *L* (legal)
- Home Equity Conversion Mortgage – Acquisition code *H* (HECM)
- Foreclosed Purchase Money Mortgages - Acquisition code *R* (repossession)

Note

Refer to the *Property Disposition Handbook One to Four Family Properties* (4310.5 REV-2, May 1994), Chapter 3, Section 3-9 through 3-11, for examples.

SCREEN: SCMC1_		S A M S		07/03/03	
CMC1 CASE DEFINITION SPECIAL ADD				13:02:05 EST	
NEXT CASE NUMBER: _					
*HUD OFFICE CODE: _					
CASE #:	*SOA:	NOTIFCN DATE:	27011	RECVD DATE:	
ENDORSEMENT DATE		DEED FILED DATE:		ACQ. DATE	
MRTGEE #:		LOAN NUM:		ORIG MRTG AMT:	
*FEE STATUS CODE:	DAMAGED:	AMOUNT:		*ACQ TYPE:	FUND CODE:
MORTGAGOR NAME:					
STREET NUM:	DIR PREF:	STREET NAME:		DIR SUF:	
UNIT:	CITY:	COUNTY CODE:		*STATE:	
ZIP CODE:	+4:	*REALTY SPECIALIST:			
SUBDIVISION:		LOT:	BLOCK:	PLAT:	
*RESIDENTIAL AREA CODE:		REVITALIZATION AREA:	KEY MAP:		
NUMBER OF UNITS:	NUMBER OF OCCUPIED UNITS:				
*PM CO NUM:	*PROP MGR NAID:		PM ASSIGNED DATE:		
NAME					
*APPRAISER NAID:					
NAME					
DATE ASSIGNED TO APPRAISER:					
GOTO REMARKS: _ GOTO CMC0: _					
CASE HUD OFFICE PREFIX IS REQUIRED					
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 9=CLEAR					
4A					04/020

Figure 10-4 Case Definition (SCMC1) Query Screen

10.2 - Capture and Record Acquisition Costs for Property (continued)

Data Screen Options

On the Case Definition (CMC1) data screen:

- To **locate (query)** the details about a HUD-acquired or custodial property, enter *QCMC1* in the Screen field and press the <F2> key.
- To **add (special add)** a HUD-acquired or custodial property to a HOC Area's (M&M's) and HUD's active inventory, enter *SCMC1* in the Screen field and press the <F2> key.

Note

Refer to **Case Definition (CMC1) Screen** in **Chapter 3 – Case Management** for instructions for using the **add** (ACMC1), **modify** (MCMC1), **delete** (DCMC1), **change** entity (ECMC1), and **undo** (UCMC1) modes of the Case Definition (CMC1) screen.

10.2 - Capture and Record Acquisition Costs for Property (continued)

Procedure Table

Follow the instructions in Table 10-2 Case Definition (CMC1) Screen Procedure Table to locate (query) or add (special add) a property to a HOC Area (M&M) and HUD's active inventory.

Reminder

In the Procedure Tables included with each screen illustration, the fields which must be completed on a screen are marked as **[REQUIRED]**, fields which have a Look-up table available are marked with an asterisk (*), system-generated field entries are documented in a shaded row, and directions are provided for the various modes available on the screen. Refer to **Procedure Table** in **Section 1.1 – SAMS User's Guide Standards** for additional information.

Table 10-2 Case Definition (CMC1) Screen Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Case Number	9 alphanumeric characters	[REQUIRED] Enter the case number of the property to be reviewed or added.
<i>To retrieve or query data about a specific case, press the <F2> key.</i>		
Result: <i>In the query mode SAMS retrieves and displays the available values of the fields identified here or, if the case entered in the <u>Next Case Number</u> field exists on the Archive table, SAMS displays an error message instructing the user to view the case information from the Archived Case Query and Reports (ARCS) screen, described in detail under Archived Case Query and Reports(ARCS) Screen in Chapter 6 – Archive Process.</i>		
<i>In the special add mode SAMS opens the fields for data entry.</i>		
*HUD Office Code	2 alphanumeric characters	[REQUIRED] In the special add mode, either enter the HUD office code to which the case is being assigned, or enter ? and press the <ENTER> key to make a selection from the Lookup screen.
		System-generated; in the query mode based on the entry in the <u>Next Case Number</u> field.

10.2 - Capture and Record Acquisition Costs for Property (continued)

Table 10-2 Case Definition (CMC1) Screen Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Case #	N/A	System-generated; in <i>query</i> and <i>special add</i> mode, this field displays the entry from the <u>Next Case Number</u> field.
*SOA	3 alphanumeric characters	[REQUIRED] In the <i>special add</i> mode, either enter the Section-of-Act code, or enter ? and press the <ENTER> key to make a selection from the Lookup screen.
		System-generated; in the <i>query</i> mode based on the entry in the <u>Next Case Number</u> field.
Notifcn Date	N/A	System-generated; in the <i>query</i> mode, this field displays based on the entry in the <u>Next Case Number</u> field. <i>Note: This field is not available in the special add mode. Information is added by the receiving HUD office through the modify mode.</i>
27011 Recvd Date	N/A	System-generated; in the <i>query</i> mode based on the entry in the <u>Next Case Number</u> field. <i>Note: This field is not available in the special add mode. Information is added by the receiving HUD office through the modify mode.</i>
Endorsement Date	N/A	System-generated; in the <i>query</i> and <i>special add</i> modes based on the entry in the <u>Next Case Number</u> field.
Deed Filed Date	N/A	System-generated; in the <i>query</i> mode based on the entry in the <u>Next Case Number</u> field. <i>Note: This field is not available in the special add mode. Information is added by the receiving HUD office through the modify mode.</i>
Acq. Date	8 alphanumeric character mm/dd/yy	System-generated; in the <i>query</i> and <i>special add</i> modes. The entry is generated for all fee status codes except CS, using the current date. This field remains blank if the entry in the <u>Fee Status Code</u> field equals CS.
Mrtgee #	N/A	System-generated; in the <i>query</i> mode based on the entry in the <u>Next Case Number</u> field. <i>Note: This field is not available in the special add mode. Information is added by the receiving HUD office through the modify mode.</i>

10.2 - Capture and Record Acquisition Costs for Property (continued)

Table 10-2 Case Definition (CMC1) Screen Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Loan Num	N/A	System-generated; in the query mode based on the entry in the <u>Next Case Number</u> field. <i>Note:</i> This field is not available in the special add mode. Information is added by the receiving HUD office through the modify mode.
Orig Mrtg Amt	6 numeric characters	In the special add mode, enter the original mortgage amount. System-generated; in the query mode based on the entry in the <u>Next Case Number</u> field.
*Fee Status Code	2 alphabetic characters	[REQUIRED] In the special add mode, either enter the fee status code, or enter ? and press the <ENTER> key to make a selection from the Lookup screen. System-generated; in the query mode based on the entry in the <u>Next Case Number</u> field.
Damaged	N/A	System-generated; in the query mode based on the entry in the <u>Next Case Number</u> field. <i>Note:</i> This field is not available in the special add mode. Information is added by the receiving HUD office through the modify mode.
Amount	N/A	System-generated; in the query mode based on the entry in the <u>Next Case Number</u> field. <i>Note:</i> This field is not available in the special add mode. Information is added by the receiving HUD office through the modify mode.
*Acq Type	1 alphanumeric character	[REQUIRED] In the special add mode, either enter the acquisition type code (previously known as MSA Class), or enter a ? and press the <ENTER> key to make a selection from the Lookup screen. <i>Note:</i> The acquisition type code can be changed by SFPID personnel only. System-generated; in the query mode based on the entry in the <u>Next Case Number</u> field.
Fund Code	1 alphanumeric character	After an entry is made in the SOA field, the system allows the user to enter a different fund code to match the SOA entered. System-generated; in the special add and query modes from the SOA.

10.2 - Capture and Record Acquisition Costs for Property (continued)

Table 10-2 Case Definition (CMC1) Screen Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Mortgagor Name	N/A	System-generated; in the <i>query</i> mode based on the entry in the <u>Next Case Number</u> field. <i>Note: This field is not available in the special add mode. Information is added by the receiving HUD office through the modify mode.</i>
Street Num	7 numeric characters	[REQUIRED] In the <i>special add</i> mode, enter the street number using the 17011, Block #33. System-generated; in the <i>query</i> mode based on the entry in the <u>Next Case Number</u> field.
Dir Pref	2 alphabetic characters	In the <i>special add</i> mode, enter the direction prefix, if applicable. Example: NW Maple Avenue, South Houston Street System-generated; in the <i>query</i> mode based on the entry in the <u>Next Case Number</u> field.
Street Name	20 alphanumeric characters	[REQUIRED] In the <i>special add</i> mode, enter the street name using the 17011, Block #33. System-generated; in the <i>query</i> mode based on the entry in the <u>Next Case Number</u> field.
Dir Suf	2 alphabetic characters	In the <i>special add</i> mode, enter the direction suffix, if applicable. Example: Maple Avenue, NW System-generated; in the <i>query</i> mode based on the entry in the <u>Next Case Number</u> field.
Unit	N/A	In the <i>special add</i> mode, enter the number of units determined by the number of mortgagors listed using the 27011, Block #44. System-generated; in the <i>query</i> mode based on the entry in the <u>Next Case Number</u> field.
City	20 alphanumeric characters	[REQUIRED] In the <i>special add</i> mode, enter the city name. System-generated; in the <i>query</i> mode based on the entry in the <u>Next Case Number</u> field.
County Code	3 numeric characters	In the <i>special add</i> mode, enter the county code. System-generated; in the <i>query</i> mode based on the entry in the <u>Next Case Number</u> field.
*State	2 alphanumeric characters	[REQUIRED] In the <i>special add</i> mode, enter the State code or enter ? and press the <ENTER> key to make a selection from the Lookup screen. System-generated; in the <i>query</i> mode based on the entry in the <u>Next Case Number</u> field.

10.2 - Capture and Record Acquisition Costs for Property (continued)

Table 10-2 Case Definition (CMC1) Screen Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Zip Code	5 alphanumeric characters	[REQUIRED] In the <i>special add</i> mode, enter the ZIP code using the 27011 or Block #33. User may input data over the system-generated data. System-generated; in the <i>query</i> mode based on the entry in the <u>Next Case Number</u> field.
+4	4 alphanumeric characters	[REQUIRED] In the <i>special add</i> mode, enter the +4 zip code or leave the system default (four zeroes).
*Realty Specialist	N/A	System-generated; in the <i>query</i> mode based on the entry in the <u>Next Case Number</u> field. <i>Note:</i> This field is not available in the <i>special add</i> mode. The information is added by the receiving HUD office. <i>Note:</i> The Lookup table is not accessible in the <i>query</i> or <i>special add</i> modes.
Subdivision		In the <i>special add</i> mode, enter the subdivision, if applicable. System-generated; in the <i>query</i> mode based on the entry in the <u>Next Case Number</u> field.
Lot	N/A	System-generated; in the <i>query</i> mode based on the entry in the <u>Next Case Number</u> field. <i>Note:</i> This field is not available in the <i>special add</i> mode. The information is added by the receiving HUD office.
Block	N/A	System-generated; in the <i>query</i> mode based on the entry in the <u>Next Case Number</u> field. <i>Note:</i> This field is not available in the <i>special add</i> mode. The information is added by the receiving HUD office.
Plat	N/A	System-generated; in the <i>query</i> mode based on the entry in the <u>Next Case Number</u> field. <i>Note:</i> This field is not available in the <i>special add</i> mode. The information is added by the receiving HUD office.
*Residential Area Code	N/A	System-generated; in the <i>query</i> mode based on the entry in the <u>Next Case Number</u> field. <i>Note:</i> This field is not available in the <i>special add</i> mode. The information is added by the receiving HUD office. <i>Note:</i> The Lookup table is not available on this field in the <i>query</i> and <i>special add</i> modes.

10.2 - Capture and Record Acquisition Costs for Property (continued)

Table 10-2 Case Definition (CMC1) Screen Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Revitalization Area	N/A	System-generated; in the query mode based on the entry in the <u>Next Case Number</u> field. <i>Note: This field is not available in the special add mode. The information is added by the receiving HUD office.</i>
Key Map	N/A	System-generated; in the query mode based on the entry in the <u>Next Case Number</u> field. <i>Note: This field is not available in the special add mode. The information is added by the receiving HUD office.</i>
Number of Units	N/A	System-generated; in the query mode based on the entry in the <u>Next Case Number</u> field. <i>Note: This field is not available in the special add mode. The information is added by the receiving HUD office.</i>
Number of Occupied Units	2 numeric characters	System-generated; in the query mode based on the entry in the <u>Next Case Number</u> field. <i>Note: This field is not available in the special add mode. The information is added by the receiving HUD office.</i>
*PM Co Num	N/A	System-generated; in the query mode based on the entry in the <u>Next Case Number</u> field. <i>Note: This field is not available in the special add mode. The information is added by the receiving HUD office.</i> <i>Note: The Lookup table is not available on this field in the query and special add modes.</i>
*Prop Mgr NAID	N/A	System-generated; in the query mode based on the entry in the <u>Next Case Number</u> field. <i>Note: This field is not available in the special add mode. The information is added by the receiving HUD office.</i> <i>Note: The Lookup table is not available on this field in the query and special add modes.</i>
PM Assigned Date	N/A	System-generated; in the query mode based on the entry in the <u>Next Case Number</u> field. <i>Note: This field is not available in the special add mode. The information is added by the receiving HUD office.</i>

10.2 - Capture and Record Acquisition Costs for Property (continued)

Table 10-2 Case Definition (CMC1) Screen Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Name	N/A	System-generated; in the query mode based on the entry in the <u>Next Case Number</u> field. <i>Note: This field is not available in the special add mode. The information is added by the receiving HUD office.</i>
*Appraiser NAID	N/A	System-generated; in the query mode based on the entry in the <u>Next Case Number</u> field. <i>Note: This field is not available in the special add mode. The information is added by the receiving HUD office.</i> <i>Note: The Lookup table is not available on this field in the query and special add modes.</i>
Date Assigned To Appraiser	N/A	System-generated; in the query mode based on the entry in the <u>Next Case Number</u> field. <i>Note: This field is not available in the special add mode. The information is added by the receiving HUD office.</i>
Name	N/A	System-generated; in the query mode based on the entry in the <u>Next Case Number</u> field. <i>Note: This field is not available in the special add mode. The information is added by the receiving HUD office.</i>
GOTO Remarks	1 alphabetic character X	Enter X and press the <ENTER> key. <i>Result: The system displays the Property Remarks (CMPR) screen to add a clarifying remark or comment about a property or case. Refer Remarks GOTO (CMPR) Screen in Chapter 3 – Case Management for a detailed description and illustration of this screen.</i> <i>Note: This action should be taken only after a successful completion message has been received for any data entered on this screen.</i> <i>Note: Only one GOTO router is allowed at a time. If an X is entered in this field, no entry is allowed in the <u>GOTO CMC0</u> field.</i>

10.2 - Capture and Record Acquisition Costs for Property (continued)

Table 10-2 Case Definition (CMC1) Screen Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
GOTO CMC0		<p>Enter an <i>X</i> and press the <ENTER> key.</p> <p>Result: <i>The system displays the Step 0 Cases (CMC0) screen in the query mode for the case number indicated in the <u>Next Case Number</u> field on this screen. Refer to Step 0 Case (CMC0) Data Screen in Chapter 3 – Case Management.</i></p> <p>Note: <i>This action should be taken only after a successful completion message is displayed on this screen.</i></p> <p>Note: <i>Only one GOTO router is allowed at a time. If an <i>X</i> is entered in this field, no entry is allowed in the <u>GOTO Remarks</u> field.</i></p>
<p><i>To commit the addition of a property to the HUD active inventory, press the <ENTER> key.</i></p> <p>Result: <i>The system displays an appropriate error message or the successful completion message. Once the successful completion message displays, be certain to press the <ENTER> key again to clear this message before attempting to:</i></p> <ul style="list-style-type: none">• <i>add another property to the HUD active inventory</i>• <i>query or identify relevant information about a property in HUD's active inventory</i>• <i>exit this screen</i> <p>Note: <i>If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.</i></p>		

10.2 - Capture and Record Acquisition Costs for Property (continued)

Claims Reclassification (IFCR) Data Screen

The Claims Reclassification (IFCR) data screen allows authorized SFPID accounting personnel:

- To retrieve a Claim transaction that was received and loaded from the SFCB automated systems external to SAMS.
- To reclassify claim transactions that were posted to the Lost and Found account during the load process.

The original entries for the selected transaction display in the middle of the screen under the title *Incorrect Entry*. The fields used to correct the entry display in the lower portion of the screen under the title *Correct Entry*.

Note

In most instances, only the Lost and Found case number (998-DCLAIM) needs to be corrected. After the reclassification data are entered, this claim is recorded to the proper case number or HUD property and the necessary journal entries are posted.

Before You Begin

Gather this information before using the Claims Reclassification (IFCR) data screen, illustrated in Figure 10-5

- List of Lost and Found cases from the Miscellaneous Claims Insurance interface shown on the Lost and Found (ACLFHD01) report.
- Batch and sequence numbers (required); which may be retrieved from the Interface Posting Screen Listing (IFBH) screen documented under **Interface Posting Screen Listing (IFBH) Data Screen in Chapter 8 – Collections** for lockbox and FEDWIRE transactions and under

10.2 - Capture and Record Acquisition Costs for Property (continued)

S A M S		02/10/03
SCREEN: QIFCR_	IFCR CLAIMS RECLASSIFICATION QUERY	16:33:01 EST
BATCH NUMBER: 0000000000	SEQUENCE NUMBER: 0000000000	
TRANSACTION DATE		
TOTAL AMOUNT		
RECLASSIFY LINE		
INCORRECT ENTRY		
CASE NUMBER	FUND	SOA
HUD OFFICE		
AMOUNT		
CORRECT ENTRY		
CASE NUMBER:	FUND	SOA
HUD OFFICE		
AMOUNT	\$0.00	
BATCH NUMBER IS REQUIRED		
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 9=CLEAR		

Figure 10-5 Claims Reclassification (QIFCR) Query Screen

Data Screen Options

On the Claims Reclassification (IFCR) data screen :

- To **locate (query)** a claims transaction that may need reclassification, enter *QIFCR* in the Screen field and press the <F2> key
- To **view (query)** claim or lost and found transaction details, select the batch and sequence number on the JE List by Batch Number (ACLB) screen, described in detail under **JE List By Batch Number (ACLB) Query Screen** and press the <ENTER> key
- To **reclassify** a claim or lost and found transaction to the correct details, enter *AIFCR* in the Screen field and press the <F2> key

10.2 - Capture and Record Acquisition Costs for Property (continued)

Procedure Table Follow the instructions in Table 10-3 Claims Reclassification (IFCR) Screen Procedure Table to review and reclassify a claims transaction:

Table 10-3 Claims Reclassification (IFCR) Screen Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Batch Number	10 numeric characters	[REQUIRED] Enter the batch number.
Sequence Number	10 numeric characters	[REQUIRED] Enter the sequence number.
<i>Press the <ENTER> key.</i>		
Result: <i>The system retrieves and displays the available values of the fields identified here</i>		
Transaction Date	N/A	System-generated; based on the entries in the <u>Batch Number</u> and <u>Sequence Number</u> fields..
Total Amount	N/A	System-generated; based on the entries in the <u>Batch Number</u> and <u>Sequence Number</u> fields..
Reclassify Line	N/A	System-generated; based on the entries in the <u>Batch Number</u> and <u>Sequence Number</u> fields..
INCORRECT ENTRY		
Case Number	N/A	System-generated; based on the entries in the <u>Batch Number</u> and <u>Sequence Number</u> fields..
Fund	N/A	System-generated; based on the entries in the <u>Batch Number</u> and <u>Sequence Number</u> fields..
SOA	N/A	System-generated; based on the entries in the <u>Batch Number</u> and <u>Sequence Number</u> fields..
HUD Office	N/A	System-generated; based on the entries in the <u>Batch Number</u> and <u>Sequence Number</u> fields..
Amount	N/A	System-generated; based on the entries in the <u>Batch Number</u> and <u>Sequence Number</u> fields..
CORRECT ENTRY		
Case Number	9 alphanumeric characters	[REQUIRED] Enter the new FHA case number that is to have funds reclassified or transferred to it.
Fund	N/A	System-generated; based on the entry in the <u>Case Number</u> field.
SOA	N/A	System-generated; based on the entry in the <u>Case Number</u> field.

10.2 - Capture and Record Acquisition Costs for Property (continued)

Table 10-3 Claims Reclassification (IFCR) Screen Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Reclassification Date	10 alphanumeric characters mm/dd/yyyy	<p>[REQUIRED In the <i>add</i> or <i>reclassify</i> (AIFCR) mode, enter the reclassification date. This is the date the reclassification is to be effective. This date is used as the post date for the reversal and reclassification journal entries for open-period reclassifications.</p> <p><i>Note:</i> This date cannot be greater than the current system date or for a closed accounting period.</p> <p>This field is not available in the <i>query</i> mode.</p>
HUD Office	N/A	System-generated; based on the entry in the <u>Case Number</u> field.
Amount	N/A	System-generated; based on the entry in the <u>Case Number</u> field.
<p><i>To commit the reclassification or transfer of funds from the lost and found case number to the correct case number or property associated with a claims transaction, press the <ENTER> key.</i></p> <p>Result: The system displays an appropriate error message or the successful completion message. Once the successful completion message displays, be certain to press the <ENTER> key again to clear this message before attempting to:</p> <ul style="list-style-type: none">• review or verify another transaction• reclassify another transaction• exit this screen <p><i>Note:</i> If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.</p>		

10.2 - Capture and Record Acquisition Costs for Property (continued)

Misc Claims Disbursement Modify (IFMD) Data Screen

The Misc Claims Disbursement Modify (IFMD) data screen allows authorized SFPID accounting personnel to correct an invalid entry or batch transaction. This screen is used for miscellaneous claims disbursement transactions received from the Miscellaneous Claims Insurance interface that are to be posted to the general ledger but have failed a posting edit and have been placed in Lost and Found (with a pseudo case number of 999-GFUNDZ, 999-MFUNDZ, or 999-SFUNDZ).

The middle portion of the screen displays the original entries for the selected transaction under the heading *Original Entry*. The fields used to correct the entry display in the lower portion of the screen under the heading *Correcting Entry*.

Before You Begin

Gather this information before using the MISC Claims Disbursement (IFMD) screen, illustrated in Figure 10-6

- batch numbers
- sequence numbers

Note

The batch and sequence number information may be obtained from the *Miscellaneous Claims Load Report* (ACCLCD01).

SCREEN: QIFMD_		S A M S		03/05/03	
MISC CLAIMS DISBURSEMENT QUERY				11:25:59 EST	
BATCH NUMBER: 0000000000 NEXT SEQUENCE: 0000000000 READY TO POST FILTER: _					
ORIGINAL ENTRY					
OPT	BATCH NUMBER	SEQUENCE			
	CASE NUM	SOA	AMOUNT		
	DISBURSEMENT DATE		SCHEDULE NUMBER		
	ORIGINAL STATUS CODE	DESCRIPTION			
	REASON CODE				
CORRECTING ENTRY					
	CASE NUM:	NEW SOA	NEW FUND CODE		
	NEW REASON CODE:	READY TO POST:			
	CORRECTING STATUS CODE	DESCRIPTION			
BATCH NUMBER IS REQUIRED					
PF 1=HELP 2=SWITCH 3=IFBH 4=PREV MENU 5=MAIN MENU 8=FRWD 9=CLEAR					

Figure 10-6 Misc Claims Disbursement (QIFMD) Query Screen

10.2 - Capture and Record Acquisition Costs for Property (continued)

Data Screen Options

On the Misc Claims Disbursement Modify (IFMD) data screen:

- To **locate (query)** a Miscellaneous Claims Batch, enter *QIFMD* in the Screen field and press the <F2> key.
- To **modify** miscellaneous claims transactions, enter an *X* in the Opt field for an *MA* (Miscellaneous Adjustment) batch type record from the **query** mode of the Interface Posting Screen Listing (QIFBH) screen.

Note

The Interface Posting Screen Listing (IFBH) screen is described in detail and illustrated under **Interface Posting Screen Listing (IFBH) Data Screen** in **Chapter 8 – Collections**.

Procedure Table Follow the instructions in Table 10-4 Claims Disbursement Modify (IFMD) Screen Procedure Table to modify a miscellaneous claims disbursement transaction.

Table 10-4 Claims Disbursement Modify (IFMD) Screen Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Batch Number	10 numeric character	[REQUIRED] Enter the batch number
Next Sequence	10 numeric character	[REQUIRED] Enter the sequence number or the transaction number.
Ready to Post Filter	1 alphanumeric character Y = Yes N = No	[REQUIRED] Enter the posting status: <ul style="list-style-type: none">• <i>Y</i> to indicate that the transaction is ready to post.• <i>N</i> to indicate the retrieval of a transaction that is NOT ready to post.
<i>Press the <F2> key.</i>		
Result: <i>The system retrieves and displays the available values of the fields identified here</i>		

10.2 - Capture and Record Acquisition Costs for Property (continued)

Table 10-4 Claims Disbursement Modify (IFMD) Screen Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
ORIGINAL ENTRY		
Opt	1 alphanumeric character M = Modify D = Delete	Enter the desired option code: <ul style="list-style-type: none"> <i>D</i> (delete) and press the <ENTER> key to delete the record <i>M</i> (modify), make the desired changes, and press the <ENTER> key to commit the changes <p><i>Note:</i> The <u>Ready-to-post</u> field is the only field available for modification for a batch that has an entry of Y (yes) in the <u>Ready to Post Filter</u> field.</p> <p><i>Note:</i> This field is not available in the query mode.</p>
Batch Number	10 numeric characters	System-generated; based on the entries in <u>Batch Number</u> , <u>Next Sequence</u> , <u>Ready to Post Filter</u> fields.
Sequence	10 numeric characters	System-generated; based on the entries in <u>Batch Number</u> , <u>Next Sequence</u> , <u>Ready to Post Filter</u> fields.
Case Num	N/A	System-generated; based on the entries in <u>Batch Number</u> , <u>Next Sequence</u> , <u>Ready to Post Filter</u> fields.
SOA	N/A	System-generated; based on the entries in <u>Batch Number</u> , <u>Next Sequence</u> , <u>Ready to Post Filter</u> fields.
Amount	N/A	System-generated; based on the entries in <u>Batch Number</u> , <u>Next Sequence</u> , <u>Ready to Post Filter</u> fields.
Disbursement Date	N/A	System-generated; based on the entries in <u>Batch Number</u> , <u>Next Sequence</u> , <u>Ready to Post Filter</u> fields.
Schedule Number	N/A	System-generated; based on the entries in <u>Batch Number</u> , <u>Next Sequence</u> , <u>Ready to Post Filter</u> fields.
Original Status Code	N/A	System-generated; based on the entries in <u>Batch Number</u> , <u>Next Sequence</u> , <u>Ready to Post Filter</u> fields.
Description	N/A	System-generated; based on the entries in <u>Batch Number</u> , <u>Next Sequence</u> , <u>Ready to Post Filter</u> fields.
Reason Code	N/A	System-generated; based on the entries in <u>Batch Number</u> , <u>Next Sequence</u> , <u>Ready to Post Filter</u> fields.

10.2 - Capture and Record Acquisition Costs for Property (continued)

Table 10-4 Claims Disbursement Modify (IFMD) Screen Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
CORRECTING ENTRY		
Case Num	9 numeric characters	Enter the new FHA case number.
New SOA	N/A	System-generated; based on the new FHA case number entered.
New Fund Code	N/A	System-generated; based on the new FHA case number entered.
New Reason Code	3 alphanumeric characters	Enter a valid disbursement reason code.
Ready-to-post	1 alphanumeric character. Y = Yes N = No	Enter <i>Y</i> if the transaction is ready to be posted. Enter <i>N</i> if the transaction is not ready for posting. A transaction can be marked ready to post and still be posted to Lost and Found.
Correcting Status Code	N/A	System-generated; based on the new FHA case number entered and the comparison with the original entry.
Description	N/A	System-generated; based on the correcting status code.
<p><i>To commit the correction or adjustment to the disbursement, press the <ENTER> key.</i></p> <p>Result: <i>The system displays an appropriate error message or the successful completion message. Once the successful completion message displays, be certain to press the <ENTER> key again to clear this message before attempting to:</i></p> <ul style="list-style-type: none"> • <i>correct or delete another invalid transaction, or</i> • <i>exit this screen</i> <p>Note: <i>If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.</i></p> <p>Note: <i>Press the <F3> key to access the Interface Posting Screen Listing (IFBH) screen, described in detail and illustrated under Interface Posting Screen Listing (IFBH) Data Screen in Chapter 8 – Collections.</i></p>		

10.2 - Capture and Record Acquisition Costs for Property (continued)

Misc Claims Adj and Recv (IFMR) Data Screen

The Misc Claims Adj and Recv (IFMR) data screen allows authorized SFPID accounting personnel to correct an invalid entry or batch transaction. This screen is used for miscellaneous claims adjustments and receivables transactions received from the Miscellaneous Claims Insurance interface that are to be posted to the general ledger but have failed a posting edit and have been placed in Lost and Found (with a pseudo case number of 999-GFUNDZ, 999-MFUNDZ, or 999-SFUNDZ).

The middle portion of the screen displays the original entries for the selected transaction under the heading *Original Entry*. The fields used to correct the entry display in the lower portion of the screen under the heading *Correcting Entry*.

Before You Begin

Gather this information before using the MISC Claims Adj and Recv (IFMR) screen, illustrated in Figure 10-7

- batch number
- sequence number

Note

The batch and sequence number information may be obtained from the *Miscellaneous Claims Load Report* (ACCLCD01).

SCREEN: QIFMR_		S A M S	03/05/03
MISC CLAIMS ADJ AND RECV QUERY			11:29:06 EST
BATCH NUMBER: 0000056481 NEXT SEQUENCE: 0000000000 READY TO POST FILTER: _			
ORIGINAL ENTRY			
OPT	BATCH NUMBER	SEQUENCE	
-			
CASE NUM	FUND	SOA	
CLAIM TYPE	TRANS CODE	TRANS DATE	
AMOUNT	REASON CODE		
ORIGINAL STATUS CODE	DESCRIPTION		
CORRECTING ENTRY			
NEW CASE NUM:	NEW SOA	NEW FUND	
*NEW REASON CODE:	DESCRIPTION		
CORRECTING STATUS CODE	DESCRIPTION		
			READY TO POST:
BATCH NUMBER IS REQUIRED			
PF 1=HELP 2=SWITCH 3=IFBH 4=PREV MENU 5=MAIN MENU 8=FRWD 9=CLEAR			

Figure 10-7 Misc Claims Adj and Recv (QIFMR) Query Screen

10.2 - Capture and Record Acquisition Costs for Property (continued)

Data Screen Options

On the Misc Claims Adj and Recv Modify (IFMR) data screen:

- To **locate (query)** a miscellaneous claims batch, enter *QIFMR* in the Screen field and press the <F2> key.
- To **modify** miscellaneous claims transactions, enter an *X* in the Opt field for an MA (Miscellaneous Adjustment) batch type record from the from the **query** mode of the Interface Posting Screen Listing (QIFBH) screen and press the <ENTER> key.

Note

The Interface Posting Screen Listing (IFBH) screen, which is described in detail and illustrated under **Interface Posting Screen Listing (IFBH) Data Screen** in **Chapter 8 – Collections**.

Procedure Table Follow the instructions in Table 10-5 Misc Claims Adj and Recv Modify (IFMR) Screen Procedure Table to modify an adjustment and receivables transaction.

Table 10-5 Misc Claims Adj and Recv Modify (IFMR) Screen Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Batch Number	10 numeric character	[REQUIRED] Enter the batch number System-generated; based on the record selected when this screen is accessed from the IFBH screen, described in detail under Interface Posting Screen Listing (IFBH) Data Screen in Chapter 8 – Collections .
Next Sequence	10 numeric character	[REQUIRED] Enter the sequence number or the transaction number.
Ready to Post Filter	1 alphanumeric character Y = Yes N = No	[REQUIRED] Enter the filter code for the desired batch: <ul style="list-style-type: none">• Enter <i>Y</i> to indicate Ready-to-post transaction.• Enter <i>N</i> to indicate NOT Ready-to-post transaction.
Press the <F2> key.		
Result: The system retrieves and displays the available values of the fields identified here		

10.2 - Capture and Record Acquisition Costs for Property (continued)

Table 10-5 Misc Claims Adj and Recv Modify (IFMR) Screen Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
ORIGINAL ENTRY		
Opt	1 alphanumeric character M = Modify D = Delete	In the modify mode, enter the desired option code: <ul style="list-style-type: none"> • <i>D</i> (delete) and press the <ENTER> key to delete the record • <i>M</i> (modify), make the desired changes, and press the <ENTER> key to commit the changes <i>Note: This field is not available in the query mode.</i>
Batch Number	10 numeric characters	System-generated; based on the entries in the <u>Batch Number</u> , <u>Next Sequence</u> , and <u>Ready to Post Filter</u> fields. Display only.
Sequence	10 numeric characters	System-generated; based on the entries in the <u>Batch Number</u> , <u>Next Sequence</u> , and <u>Ready to Post Filter</u> fields. Display only.
Case Num	N/A	System-generated; based on the entries in the <u>Batch Number</u> , <u>Next Sequence</u> , and <u>Ready to Post Filter</u> fields. Display only..
Fund	N/A	System-generated; based on the entries in the <u>Batch Number</u> , <u>Next Sequence</u> , and <u>Ready to Post Filter</u> fields. Display only.
SOA	N/A	System-generated; based on the entries in the <u>Batch Number</u> , <u>Next Sequence</u> , and <u>Ready to Post Filter</u> fields. Display only.
Claim Type	N/A	System-generated; based on the entries in the <u>Batch Number</u> , <u>Next Sequence</u> , and <u>Ready to Post Filter</u> fields. Display only.
Trans Code	N/A	System-generated; based on the entries in the <u>Batch Number</u> , <u>Next Sequence</u> , and <u>Ready to Post Filter</u> fields. Display only.
Trans Date	N/A	System-generated; based on the entries in the <u>Batch Number</u> , <u>Next Sequence</u> , and <u>Ready to Post Filter</u> fields. Display only.
Amount	N/A	System-generated; based on the entries in the <u>Batch Number</u> , <u>Next Sequence</u> , and <u>Ready to Post Filter</u> fields. Display only..
Reason Code	N/A	System-generated; based on the entries in the <u>Batch Number</u> , <u>Next Sequence</u> , and <u>Ready to Post Filter</u> fields. Display only.
Original Status Code	N/A	System-generated; based on the entries in the <u>Batch Number</u> , <u>Next Sequence</u> , and <u>Ready to Post Filter</u> fields. Display only.
Description	N/A	System-generated; based on the entries in the <u>Batch Number</u> , <u>Next Sequence</u> , and <u>Ready to Post Filter</u> fields. Display only.

10.2 - Capture and Record Acquisition Costs for Property (continued)

Table 10-5 Misc Claims Adj and Recv Modify (IFMR) Screen Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
CORRECTING ENTRY		
New Case Num	9 numeric characters	Enter the new FHA case number.
New SOA	N/A	System-generated; based on the entry in the <u>New Case Num</u> field.
New Fund	N/A	System-generated; based on the entry in the <u>New Case Num</u> field.
*New Reason Code	3 alphanumeric characters	Enter a valid disbursement reason code or enter a ? and press the <ENTER> key to select a reason code from the Lookup table.
Description	N/A	System-generated; based on the entry in the <u>New Reason Code</u> field.
Correcting Status Code	N/A	System-generated; based on the entry in the <u>New Case Num</u> field and the comparison with the original entry.
Description	N/A	System-generated; based on the entry in the <u>Correcting Status Code</u> field.
Ready-to-post	1 alphanumeric character. Y = Yes N = No	Enter the ready-to-post indicator: <ul style="list-style-type: none"> Y if the transaction is ready to be posted. N if the transaction is not ready for posting. <p>Note: A transaction can be marked ready-to-post and posted to Lost and Found.</p>
<p>To commit the correction to the claims adjustment or receivable, press the <ENTER> key.</p> <p>Result: The system displays an appropriate error message or the successful completion message. Once the successful completion message displays, be certain to press the <ENTER> key again to clear this message before attempting to:</p> <ul style="list-style-type: none"> correct or delete another invalid transaction, or exit this screen <p>Note: If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.</p>		

10.2 - Capture and Record Acquisition Costs for Property (continued)

A43C Claims Listing (IFCL) Query Screen

The A43C Claims Listing (IFCL) query screen allows authorized SFPID accounting personnel to review a listing of all the claims paid from Single-Family Claims to Single-Family Property for a specific Miscellaneous Claims Insurance batch that has been loaded into the SAMS system. The purpose of this query screen is to ensure that all data has been transferred.

Before You Begin

Gather this information before using the A43C Claims Listing (IFCL) screen, illustrated in Figure 10-8

- batch number
- a copy of the *Misc. Claims Posting* (ACCPD01) report

S A M S		02/10/03
SCREEN: QIFCL	IFCL A43C CLAIMS LISTING	16:35:03 EST
BATCH NUMBER: 0000000000 NEXT SEQUENCE NUMBER: 0000000000		
BATCH TOTAL AMOUNT	BATCH STATUS	
SCHEDULE DATE	SCHEDULE NUMBER	
SEQUENCE NUMBER	ENDORSEMENT DATE	
SEQUENCE AMOUNT	POST FLAG	
JOURNAL ENTRY ID	LOST AND FOUND FLAG	
CASE NUMBER	INSURANCE FUND	
CLAIM TYPE	SECTION OF THE ACT	
ACTION CODE	ACCOUNT TYPE	
FMA DEFAULT REASON	LIVING UNITS	
HOLDER MORTGAGEE	PROCESS DATE	
SEUR MORTGAGEE	DATE LAST INSTALLMENT PAID	
ORIGINAL MORTGAGEE	AMOUNT PAID	\$0.00
BATCH NUMBER IS REQUIRED		
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD 9=CLEAR		

Figure 10-8 A43C Claims Listing (QIFCL) Screen

Query Screen Options

On the A43C Claims Listing (IFCL) query screen:

- To **identify (query)** or **review** a specific Miscellaneous Claims Insurance transaction associated with a Miscellaneous Claims batch that has been uploaded to SAMS, enter *QIFCL* in the Screen field and press the <F2> key.

10.2 - Capture and Record Acquisition Costs for Property (continued)

Procedure Table Follow the instructions in Table 10-6 A43C Claims Listing (IFCL) Screen Procedure Table to find a specific Miscellaneous Claims batch that has been uploaded to SAMS:

Table 10-6 A43C Claims Listing (IFCL) Screen Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Batch Number	10 numeric characters	[REQUIRED] Enter the batch number associated with the miscellaneous claim.
Next Sequence Number	10 numeric characters	Enter the batch sequence number in this field, if known, to review a specific transaction associated with the batch number entered. <i>Note: If left blank, this field defaults to the first sequence number in the batch.</i>
Press the <F2> key.		
Result: The system retrieves and displays the available values of the fields identified here		
Batch Total Amount	N/A	System-generated; based on the entry in the <u>Batch Number</u> field. Display only.
Batch Status	N/A	System-generated; based on the entry in the <u>Batch Number</u> field. Display only.
Schedule Date	N/A	System-generated; based on the entry in the <u>Batch Number</u> field. Display only.
Schedule Number	N/A	System-generated; based on the entry in the <u>Batch Number</u> field. Display only.
Sequence Number	N/A	System-generated; based on the entry in the <u>Batch Number</u> field. Display only.
Endorsement Date	N/A	System-generated; based on the entry in the <u>Batch Number</u> field. Display only.
Sequence Amount	N/A	System-generated; based on the entry in the <u>Batch Number</u> field. Display only.
Post Flag	N/A	System-generated; based on the entry in the <u>Batch Number</u> field. Display only.
Journal Entry ID	N/A	System-generated; based on the entry in the <u>Batch Number</u> field. Display only.
Lost and Found Flag	N/A	System-generated; based on the entry in the <u>Batch Number</u> field. Display only.
Case Number	N/A	System-generated; based on the entry in the <u>Batch Number</u> field. Display only.
Insurance Fund	N/A	System-generated; based on the entry in the <u>Batch Number</u> field. Display only.
Claim Type	N/A	System-generated; based on the entry in the <u>Batch Number</u> field. Display only.
Section of the Act	N/A	System-generated; based on the entry in the <u>Batch Number</u> field. Display only.

10.2 - Capture and Record Acquisition Costs for Property (continued)

Table 10-6 A43C Claims Listing (IFCL) Screen Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Action Code	N/A	System-generated; based on the entry in the <u>Batch Number</u> field. Display only.
Account Type	N/A	System-generated; based on the entry in the <u>Batch Number</u> field. Display only..
FMA Default Reason	N/A	System-generated; based on the entry in the <u>Batch Number</u> field. Display only.
Living Units	N/A	System-generated; based on the entry in the <u>Batch Number</u> field. Display only.
Holder Mortgagee	N/A	System-generated; based on the entry in the <u>Batch Number</u> field. Display only.
Sevr Mortgagee	N/A	System-generated; based on the entry in the <u>Batch Number</u> field. Display only.
Process Date	N/A	System-generated; based on the entry in the <u>Batch Number</u> field. Display only.
Original Mortgagee	N/A	System-generated; based on the entry in the <u>Batch Number</u> field. Display only.
Date Last Installment Paid	N/A	System-generated; based on the entry in the <u>Batch Number</u> field. Display only.
Amount Paid	N/A	System-generated; based on the entry in the <u>Batch Number</u> field. Display only.

10.3 Correct Financial Classification of Property

Introduction

The primary function of the Correct Financial Status of Property task is to maintain accurate financial classifications for each single-family property in the SAMS inventory. Correcting the financial classification results in journal entries being created that:

1. Reverse the erroneous journal entries
2. Post new journal entries using the correct financial classifications

In addition, the Correct Financial Status of Property task allows authorized users to permanently or temporarily remove a property from the SAMS single-family property inventory.

Processing Screens

The Correct Financial Classification of Property screens allow authorized users to correct the financial classification of a property:

- Correct the financial classification of a single-family property in the SAMS inventory
- Terminate or permanently remove a property from the SAMS single-family property inventory
- Temporarily exclude a property from the SAMS single-family property inventory

Data Screens

The general ledger data screen described in this section is:

- MSA SACT Fee Status Modification ACSA

Query Screens

The general ledger query screens described in this section are:

- MSA SACT Fee Status History ACHS
 - Terminate Case ACTC
 - Terminated Case Account Number ACT2
-

10.3 - Correct Financial Classification of Property (continued)

MSA SACT Fee Status Modification (ACSA) Data Screen

The MSA SACT Fee Status Modification (ACSA) data screen allows authorized SFPID accounting personnel to correct the values of the data that identify the financial classification and status of a property or its case definition information. Changes can be made to the:

1. Acquisition type for accounting event of Change Type (CT)
2. Section-of-the-Act (SOA) and fund code for accounting event of Change Fund (CF)
3. Fee status associated with a specific HUD-acquired or custodial property. The fee status cannot be changed to *CS* (Custodial Property) if the step of the case is greater than step 1 or if the case has an *A43* claim value
4. Endorsement date, **only** for HECM cases

Note

Changes to the Endorsement Date are **only** allowed for acquisition type *H* (HECM) cases.

Updates are allowed if the entry in the Acquisition Type field on the Case Definition (CMC1) screen, described in detail under **Case Definition (CMC1) Data Screen**, is:

- *A* (Active)
- *C* (Conversion of an MNA) and the entry in the Fee Status Code field is either *HV* (HUD Owned Vacant) or *VL* (Vacant Lot)
- *H* (HECM)

Note

A case cannot move to or from Acquisition Type *H* (HECM) if it has acquisition costs. If the sum of the *BC*, *BD*, and *BE* Post Codes is not equal to zero, an error message displays.

10.3 - Correct Financial Classification of Property (continued)

MSA SACT Fee Status Modification (ACSA) Data Screen (continued)

The reason why a case failed the IIF verification and the date the case failed the verification can be determined on the IIF Failure Reason (SMBK) screen, described in detail and illustrated under **IIF Failure Reason (SMBK) Screen** in **Chapter 3 – Case Management**.

Note

The MSA SACT Fee Status Modification (ACSA) screen is the **only** place in SAMS where the acquisition type and SOA of a case or property may be changed.

The combinations in Table 10-7 MSA/SACT Fee Status Modifications are enforced when using the MSA SACT Fee Status Modification (ACSA) screen to change HUD property information: Changes to the Fee Status Code, Acquisition Type, Fund, and SOA fields on the MSA SACT Fee Status Modification (ACSA) screen must be validated before they become affective. For example: If the Fee Status Code is changed to CS (Custodial), the system verifies that the Acquisition Type entry is C (Custodial).

Table 10-7 MSA/SACT Fee Status Modifications

Acquisition Type	Section-of-the Act	Fund Code
3 (Section 312)	986	G
D (Department of Defense Section 1013)	987	G
T (Title 1)	985	G
L (Legal)	L00	G
A (FHA insured, conveyed, acquired property)	any valid value other than 985, 986, 987, L00	any fund that is valid for the Section of the Act entered
C (Custodial , Abandoned, Foreclosed Secretary Held)	any valid value other than 985, 986, 987, L00	any fund that is valid for the Section of the Act entered
R (Repossession)	any valid value other than 985, 986, 987, L00	any fund that is valid for the Section of the Act entered
H (F12 Assigned HECM)	911, 912, 913, 914, 915, 916, 917, 918, 951, 952, 953, 954, 955, 956, 957, 958	G

10.3 - Correct Financial Classification of Property (continued)

MSA SACT Fee Status Modification (ACSA) Data Screen (continued)

Note

They system will **not** allow any changes to cases on the MSA SACT Fee Status Modification (ACSA) screen unless the accounting period has a status of *U* (unlocked). Fee status changes are typically the result of an M&M request.

Before You Begin

Gather this information before using the MSA SACT Fee Status Modification (ACSA) screen, illustrated in Figure 10-9

- verification of the SOA

S A M S		03/03/03
SCREEN: MACSA_	ACSA MSA SACT FEE STATUS MODIFICATION	17:36:23 EST
CASE NUMBER: _ _ _ _ _		
HUD OFFICE CODE		
CURRENT:	NEW:	
FEE STATUS CODE	*FEE STATUS CODE:	
FUND	*FUND:	
SOA	*SOA:	
ACQUISITION TYPE	*ACQUISITION TYPE:	
ENDORSEMENT DATE	ENDORSEMENT DATE:	
GOTO MSA/SACT FEE STATUS HISTORY QUERY: _		
CASE HUD OFFICE PREFIX IS REQUIRED		
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 9=CLEAR		

Figure 10-9 MSA SACT Fee Status Modification (MACSA) Screen

Data Screen Options

On the MSA SACT Fee Status Modification (ACSA) data screen:

- To **modify** or **correct** the values of the data that pertain to the financial classification or status of a HUD-acquired or custodial property, enter *MACSA* in the Screen field and press the <F2> key.

10.3 - Correct Financial Classification of Property (continued)

Procedure Table Follow the instructions in Table 10-8 MSA SACT Fee Status Modification (ACSA) Screen Procedure Table to correct or update the financial classification and status data for a HUD-acquired or custodial property using its unique case number:

Table 10-8 MSA SACT Fee Status Modification (ACSA) Screen Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Case Number	9 alphanumeric characters	[REQUIRED] Enter the case number.
<i>Press the <F2> key.</i>		
<i>Result: The system retrieves and displays the available values of the fields identified here</i>		
HUD Office Code	N/A	System-generated; based on the entry in the <u>Case Number</u> field.
(Name)	N/A	System-generated; HUD office name associated with the entry in the <u>Case Number</u> field.
(Address)	N/A	System-generated; street, city, and state address associated with the entry in the <u>Case Number</u> field.
CURRENT:		
Fee Status Code	N/A	System-generated; based on the entry in the <u>Case Number</u> field.
Fund	N/A	System-generated; based on the entry in the <u>Case Number</u> field.
SOA	N/A	System-generated; based on the entry in the <u>Case Number</u> field.
Acquisition Type	N/A	System-generated; based on the entry in the <u>Case Number</u> field.
Endorsement Date	N/A	System-generated; based on the entry in the <u>Case Number</u> field.
NEW:		
*Fee Status Code	2 alphabetic characters	Enter the correct Fee Status Code by typing over the entry in this field or enter a ? and press the <ENTER> key to select a fee status code from the Lookup table. <i>Note: When the entry in this field is changed to CS (Custodial), any existing Property Appraisal records are deleted.</i>

10.3 - Correct Financial Classification of Property (continued)

Table 10-8 MSA SACT Fee Status Modification (ACSA) Screen Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
*Fund Code	N/A	System-generated; based on the entry in the <u>SOA</u> field.
*SOA	3 numeric characters	Enter the correct section-of-the-act (SOA) code or enter a ? and press the <ENTER> key to select a SOA code from the Lookup table.
*Acquisition Type	1 alphanumeric character	<p>Enter the correct acquisition type code or enter a ? and press the <ENTER> key to select an acquisition type code from the Lookup table.</p> <p><i>Note: If the entry in this field is changed to:</i></p> <ul style="list-style-type: none"> • <i>A (Acquired Property) and any of the elements verified by IIF are altered, the system checks on line to ensure that the entered values match those in IIF. If they do not match, the screen returns an error message showing the correct IIF value and no updates occur.</i> • <i>C (Conversion of MNA) and any of the elements verified by IIF are altered, the system checks on line to ensure that the entered values match those in IIF. If they do not match, the screen returns an error message with the correct values and no updates occur.</i> • <i>Anything other than A or C, no check is made for matches to IIF</i>
Endorsement Date		This field may be modified only for cases with an acquisition type of <i>H</i> (HECM). The date entered must be equal to or less than the current system date.
		System-generated; based on the entry in the <u>Case Number</u> field.

10.3 - Correct Financial Classification of Property (continued)

Table 10-8 MSA SACT Fee Status Modification (ACSA) Screen Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
GOTO MSA/SACT Fee Status History Query	1 alphanumeric character	<p>After saving any changes made on this screen, enter an <i>X</i> in this field to access the MSA/SACT Fee Status History (ACHS) query screen to view the last seven changes to the Fee Status as well as the last seven changes to the Acquisition Type, SOA, and Fund Code.</p> <p><i>Note:</i> Refer to MSA SACT Fee Status History (ACHS) Screen for a detailed description and illustration of the MSA/SACT Fee Status History (ACHS) screen.</p>
<p><i>To commit the corrections or updates made to the financial classification or status of a HUD property, press the &ltENTER> key.</i></p> <p>Result: <i>The system displays an appropriate error message or the successful completion message. Once the successful completion message displays, be certain to press the &ltENTER> key again to clear this message before attempting to:</i></p> <ul style="list-style-type: none">• <i>updating or correcting another field on the screen</i>• <i>entering a different case number for another property that requires correction</i>• <i>exiting this screen</i> <p>Note: <i>Changes are written to the database only after the &ltENTER> key is pressed a second time.</i></p> <p>Note: <i>If an error message displays, make the necessary corrections and press the &ltENTER> key again to clear the error message.</i></p>		

MSA SACT Fee Status History (ACHS) Screen

The MSA SACT Fee Status History (ACHS) screen allows authorized HOC, M&M area, and HQ accounting personnel to view the current condition of a case and the last seven changes to:

- Effective date of the change
- Acquisition type
- Section-of-the-Act code
- Fund code
- Effective date for the fee status shown
- Fee status code

Note

Prior to making changes on the MSA SACT Fee Status Modification (ACSA) screen, described in detail under **MSA SACT Fee Status Modification (ACSA) Data Screen**, use the [GOTO MSA/SACT Fee Status History Query](#) router to access the MSA SACT Fee Status History screen in the query mode. Use the [Return to ACSA](#) router on the MSA SACT Fee Status History (ACHS) screen to return to the MSA SACT Fee Status Modification (ACSA) screen.

10.3 - Correct Financial Classification of Property (continued)

Before You Begin

Gather this information before using the MSA SACT Fee Status History (ACHS) screen, illustrated in Figure 10-10:

- case number

S A M S		04/23/03
SCREEN: QACHS_	ACHS MSA SACT FEE STATUS HISTORY QUERY	12:30:14 EST
NEXT CASE NUMBER: 011 213398		
CASE NUMBER 011 213398	ADDRESS 6101	CHERRY HILL RD
CURRENT STEP 6	MONTGOMERY	AL 36116 0000
ENDORSEMENT DATE 08/28/80		
EFFECTIVE DATE	ACQUISITION TYPE	SECTION OF THE ACT
12/12/02	A	265
12/12/02	A	203
FUND CODE		
S		
M		
EFFECTIVE DATE		FEE STATUS
12/12/02		HU
RETURN TO ACSA: _		
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU		

Figure 10-10 MSA SACT Fee Status History (QACHS) Query Screen

Query Screen Options

On the MSA SACT Fee Status History (ACHS) screen:

- To **locate (query)** the historical values of the data that pertain to the financial classification or status of a HUD-acquired or custodial property, enter *QACHS* in the Screen field and press the <F2> key.
- To **locate (query)** the historical financial classification and status data for a HUD-acquired or custodial property, enter an *X* in the GOTO MSA/SACT Fee Status History Query field on the MSA SACT Fee Status Modification (ACSA) screen described under **MSA SACT Fee Status Modification (ACSA) Data Screen** and press the <ENTER> key.

10.3 - Correct Financial Classification of Property (continued)

Procedure Table Follow the instructions in Table 10-9 MSA SACT Fee Status History (ACHS) Screen Procedure Table to view the financial classification and status data for a HUD-acquired or custodial property.:

Table 10-9 MSA SACT Fee Status History (ACHS) Screen Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Case Number	9 alphanumeric characters	[REQUIRED] Enter the case number when accessing the screen directly. . System-generated; when accessing this screen using the GOTO router on the MSA SACT Fee Status Modification (ACSA) screen, described under MSA SACT Fee Status Modification (ACSA) Data Screen .
<i>Press the <F2> key.</i>		
<i>Result: The system retrieves and displays the available values of the fields identified here</i>		
Case Number	N/A	System-generated; based on the entry in the <u>Next Case Number</u> field.
Address	N/A	System-generated; street address based on the entry in the <u>Next Case Number</u> field.
Current Step	N/A	System-generated; based on the current step recorded for the entry in the <u>Next Case Number</u> field.
(City, State, Zip Code)	N/A	System-generated; city, state, and zip code for the case selected in the <u>Next Case Number</u> field.
Effective Date	N/A	System-generated; based on the record selected in the <u>Next Case Number</u> field.
Acquisition Type	N/A	System-generated; based on the record selected in the <u>Next Case Number</u> field.
Section of the Act	N/A	System-generated; based on the record selected in the <u>Next Case Number</u> field.
Fund Code	N/A	System-generated; based on the record selected in the <u>Next Case Number</u> field.
Effective Date	N/A	System-generated; based on the record selected in the <u>Next Case Number</u> field.

10.3 - Correct Financial Classification of Property (continued)

DATA FIELD	VALID ENTRIES	DESCRIPTION
Fee Status	N/A	System-generated; based on the record selected in the <u>Next Case Number</u> field.
Return to ACSA	1 alphanumeric character X	Enter an <i>X</i> in this field and press the <ENTER> key. Result: <i>The system displays the MSA SACT Fee Status Modification (ACSA) screen, described in detail under MSA SACT Fee Status Modification (ACSA) Data Screen, for the record selected in the <u>Next Case Number</u> field.</i> Note: <i>This field is only accessible when this screen is accessed from the MSA SACT Fee Status Modification (ACSA) screen.</i>

10.3 - Correct Financial Classification of Property (continued)

Terminate Case (ACTC) Data Screen

The Terminate Case (ACTC) data screen allows authorized SFPID accounting personnel to:

- Permanently remove a HUD-acquired property from both the HUD single-family active property inventory and the accounting active inventory using its unique case number.
- Remove an incorrect case number or invalid property from the HUD single-family property inventory, as recorded in the SAMS system.

Transmittals with a status of *OP* (Open/In Progress), *RA* (Ready for Approval), *PA* (Preliminary Acceptance), *AU* (Authorized), *AP* (Approved to be Paid), *DB* (Disbursement Requested), and *RJ* (Rejected) display on the screen. The user must remove the case number from these transmittals before the case is terminated.

If a case:

- Was erroneously terminated, the termination can be reversed (un-terminated). The un-termination results in the case being re-established or re-added to active inventory with the same attributes as it had before the termination.
- Is terminated before all four (4) property management or vacant lot fees are paid, the user does not get the remaining unpaid fees.
- Is un-terminated, the contractor is entitled to four (4) more property management or vacant lot fees. When a case is un-terminated, the months processed field (which holds the number of monthly payments a case has received), is set to zero.

Note

To terminate a case record that exists on an M&M Bill, the system first verifies that the M&M Bill Change Reason code is EX (Exclude). Refer to **Property Manager Bill (CMPB) Data Screen in Chapter 4 – Disbursements** for a detailed description of the exclude process.

Before You Begin

Gather this information before using the Terminate Case (ACTC) screen, illustrated in Figure 10-11

- Request from the HOC
- Case number to be terminated
- Verification that all outstanding accounting on a case has cleared (i.e., accounts sum to zero) before attempting to terminate a case.

10.3 - Correct Financial Classification of Property (continued)

SCREEN: QACTC_		S A M S	02/10/03
ACTC TERMINATE CASE QUERY			16:59:42 EST
CASE NUMBER:			
CURRENT HUD OFFICE:	CURRENT STEP:	ACTIVE INVENTORY FLAG:	
ADDRESS:			
TERMINATE REASON CODE:		TERMINATION COMPLETE:	
TERMINATION/UNTERMINATION DATE:		ACTED ON BY:	
COMMENTS:			
ACCOUNTING FOUND:	GO TO ACT2: _	GO TO REMARKS: _	
SEL STATUS TRANSMITTAL	SEL STATUS TRANSMITTAL		
CASE HUD OFFICE PREFIX IS REQUIRED			
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 9=CLEAR			

Figure 10-11 Terminate Case (QACTC) Query Screen

Data Screen Options

On the Terminate Case (ACTC) screen:

- To *locate (query)* a case to determine whether it has been terminated, enter *QACTC* in the Screen field and press the <F2> key.
- To *terminate* a case, enter *TACTC* in the Screen field and press the <F2> key.
- To *undo (reverse or exterminate)* a terminated case, enter *UACTC* in the Screen field and press the <F2> key.

10.3 - Correct Financial Classification of Property (continued)

Procedure Table Follow the instructions in Table 10-10 Terminate Case (ACTC) Screen Procedure Table to identify the status of a terminated or unterminated case by entering the property's unique case number:

Table 10-10 Terminate Case (ACTC) Screen Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Case Number	9 alphanumeric characters	[REQUIRED] Enter the case number.
<i>Press the <F2> key.</i>		
Result: <i>The system retrieves and displays the available values of the fields identified here</i>		
Current HUD Office	N/A	System-generated , based on the entry in the <u>Case Number</u> field. Display only. <i>Note:</i> <i>When a case is unterminated, this field reflects the HUD Office associated with the area indicated in the case number prefix.</i>
Current Step	N/A	System-generated , based on the entry in the <u>Case Number</u> field. Display only.
Active Inventory Flag	N/A	System-generated , based on the entry in the <u>Case Number</u> field. Display only.
Address	N/A	System-generated , based on the entry in the <u>Case Number</u> field. Display only.
Terminate Reason Code	1 alphabetic characters B = Bad Case C = Invalid Custodial Case I = Invalid Case M = Redeemed R = Reconveyance U = Untermiated	[REQUIRED] In the <i>terminate</i> mode, enter the reason for the termination. <i>Note:</i> <i>A case must be in active status with a case step number less than 10 for the case to be terminated or unterminated.</i>
		System-generated , in the <i>query</i> and <i>undo (reverse)</i> modes based on the entry in the <u>Case Number</u> field. Display only.

10.3 - Correct Financial Classification of Property (continued)

Table 10-10 Terminate Case (ACTC) Screen Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Termination Complete	N/A	System-generated; when the case is terminated: <ul style="list-style-type: none"> • <i>N (No) if there are chart of account balances to zero out.</i> • <i>Y (Yes) if there are no chart of account balances to zero out.</i> The entry in this field is automatically updated after the nightly batch runs. The entry in this field is set to: <ul style="list-style-type: none"> • <i>Y (Yes) if the case is processed successfully in the nightly batch.</i> • <i>N (No) if the case does not process successfully in the nightly batch.</i>
Termination/ Untermination Date	N/A	System-generated; based on the date the termination/untertermination occurred.
Acted On By	N/A	System-generated, based on the Logon ID entered by the person who initiated the termination/untertermination.
Comments	40 alphabetic characters	[REQUIRED] In the terminate mode before the case is processed. Enter a brief explanation for the termination or untertermination.
Accounting Found	1 alphabetic character Y = Yes N = No	System-generated, based on whether the system found outstanding accounting recorded against the property.
GOTO ACT2	1 alphanumeric character	Enter an <i>X</i> in this field and to access the Terminate Case Account Number (ACT2) screen to view accounting records. <i>Note:</i> Refer to Terminate Case Account Number (ACT2) Screen for a detailed description and illustration of the Terminate Case Account Number (ACT2) screen. <i>Note:</i> Only one GOTO router is allowed at a time. If an <i>X</i> is entered in this field, no entry is allowed in the <u>GOTO Remarks</u> or <u>Sel</u> fields.
GOTO Remarks	1 alphanumeric character	Enter an <i>X</i> in this field and to access the Property Remark (CMPR) screen in the add (ACMPR) mode. Refer to Remarks GOTO (CMPR) Screen in Chapter 3 – Case Management for detailed instructions and an illustration of this screen. <i>Note:</i> Only one GOTO router is allowed at a time. If an <i>X</i> is entered in this field, no entry is allowed in the <u>GOTO ACT2</u> or <u>Sel</u> fields.

10.3 - Correct Financial Classification of Property (continued)

Table 10-10 Terminate Case (ACTC) Screen Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Sel	1 alphabetic character X	<p>Enter an <i>X</i> next to the desired transmittal to display accounting records. The screen displayed depends upon the type of transmittal: invoice (SFF), tax (SFT), or PM bill (SFB).</p> <p><i>Note:</i> Only one GOTO router is allowed at a time. If an X is entered in this field, no entry is allowed in the <u>GOTO ACT2</u> or <u>GOTO Remarks</u> fields.</p> <p><i>Note:</i> These transmittal screens are described in Chapter 4 – Disbursements under Create Invoice Transmittal (APTR) Data Screen, Tax Transmittal (TXTR) Data Screen, and Property Manager Transmittal (CMTR) Data Screen, respectively.</p>
Status	2 alphabetic character	System-generated, based on status (i.e., OP, RA, RJ, or PD) of the unique transmittal ID number displayed on the row.
Transmittal		System-generated, based on the unique transmittal ID number of the transmittal that was identified as being outstanding or unpaid.
<p>To (un)terminate a case, press the <ENTER> key.</p> <p>Result: The system displays an appropriate error message or the successful completion message. Once the successful completion message displays, be certain to press the <ENTER> key again to clear this message before attempting to:</p> <ul style="list-style-type: none"> terminating more properties unterminating more properties exiting this screen <p><i>Note:</i> If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.</p>		

10.3 - Correct Financial Classification of Property (continued)

Terminate Case Account Number (ACT2) Screen

*Before You
Begin*

The Terminate Case Account Number (ACT2) screen allows authorized SFPID accounting personnel to view general ledger entries for a non-zero balance case by account number.

Gather this information before using the Terminate Case Account Number (ACT2) screen, illustrated in Figure 10-12.

- Case number

SCREEN: QACT2		S A M S		04/25/03	
TERMINATED CASE ACCOUNT NUMBER QUERY				13:55:49 EST	
CASE NUMBER: 182 030554					
ACCOUNT NBR	BALANCE	ACCOUNT NBR	BALANCE		
10-1002	26,802.59	18-1401	57,619.31-		
50-2401	3.79-	60-1101	30,820.21		
60-2301	0.30				
				RETURN: _	
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU					

Figure 10-12 Terminated Case Account Number (QACT2) Query Screen

*Data Screen
Options*

To *locate (query)* case account details on the Terminate Case (ACTC) screen, either:

- Enter *QACT2* in the Screen field and press the <F2> key.
- Enter an *X* in the GOTO ACT2 field on the Terminate Case (ACTC) screen, described in detail under **Terminate Case (ACTC) Data Screen**, and press the <ENTER> key.

10.3 - Correct Financial Classification of Property (continued)

Procedure Table Follow the instructions in Table 10-11 Terminate Case Account Number (ACT2) Screen Procedure Table to view terminated case accounting information.

Table 10-11 Terminate Case Account Number (ACT2) Screen Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Case Number	9 alphanumeric characters	[REQUIRED] Enter the case number.
		System-generated; based on the record selected on the Terminate Case (ACTC) screen, described and illustrated under Terminate Case (ACTC) Data Screen .
Press the <F2> key.		
Result: The system retrieves and displays the available values of the fields identified here		
Account Nbr		System-generated; general ledger account number(s) associated with the record selected in the <u>Case Number</u> field.
Balance		System-generated; general ledger balance associated with the number in the <u>Account Nbr</u> field for the record selected in the <u>Case Number</u> field.
Return	1 alphabetic character X	Enter an X in this field and to access the Terminate Case (ACTC) screen, described and illustrated under Terminate Case (ACTC) Data Screen .
Enter a case number and press the <ENTER> key.		
Result: Depending upon the entries on the screen, the system displays:		
<ul style="list-style-type: none">• An appropriate error message• The available values of the fields for the case selected in the <u>Case Number</u> field• The Terminate Case (ACTC) data screen, if an X is entered in the <u>Return</u> field		
Note: If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.		

10.4 Close Accounting Period

Processing Tasks

The tasks involved in closing the accounting period begin with the preparation of the manual journal entries and end when the journal entries are posted to the SAMS general ledger.

- **Prepare Manual Journal Entries** which identifies, captures, and verifies financial transactions in the form of journal entries that have been prepared by authorized SFPID accounting personnel before they are posted to the SAMS general ledger.
- **Prepare Manual Accrual Journal Entries** which identifies, captures, and verifies financial transactions in the form of accrual journal entries that have been prepared by authorized SFPID accounting personnel before they are posted to the SAMS general ledger.
- **Prepare System-generated Journal Entries** which identifies, captures, and verifies financial transactions in the form of journal entries generated by SAMS as the result of case management and other accounting activities being performed before they are posted to the SAMS general ledger.
- **Post Journal Entries** which records or posts the verified journal entries to the SAMS general ledger.
- **Prepare Trial Balance** which identifies, accumulates, and reports financial and property management-related data necessary to verify the accuracy and completeness of the journal entries created and posted in the SAMS general ledger within an unclosed accounting period.
- **Close Accounting Period** which identifies and posts financial transactions in the form of closing journal entries in the SAMS general ledger. These transactions are aggregated and reported as the financial and property management-related data necessary to accurately and completely represent the effects of financial and property management-related activities during an accounting period that has been closed.

Note

SAMS performs the Prepare System-generated Journal Entries and Post Journal Entries activities in a batch mode. These entries are visible through query screens only.

10.4 - Close Accounting Period (continued)

Processing Screens

The general ledger (GL) data screens allow authorized SFPID accounting personnel to:

- post to the SAMS GL
- coordinate accounting activities with other HUD financial reporting systems using the accrual method of accounting
- perform important administrative activities such as creating, correcting or adjusting, reversing, and approving accounting journal entries

Data Screens

The following data screens are described in this section:

- Manual Journal EntryACJE
- Journal Entry Reversal..... ACJR
- Accrual Manual Journal Entry ACAM
- Accounting Period PrecloseIFCP

Query Screen

The following query screen is described in this section:

- Cash Reconciliation ACRE
-

Manual Journal Entry (ACJE) Data Screen

The Manual Journal Entry (ACJE) data screen allows authorized SFPID accounting personnel to create and post a manual journal entry (JE) to a specific HUD-Acquired or custodial property using its unique case number. Manual journal entries are used to make non-cash entries.

Note

Cash corrections are done through the disbursement or collection reclassification screens. Refer to **Chapter 4 – Disbursements** and **Chapter 8 – Collections** for detailed descriptions and illustrations of these screens.

Use this screen to post a journal entry the same way a manual accounting system would be used. Post the debit amounts on the left-side column and post the credit amounts on the right-side column of the screen. In practice, this screen allows debits and credits to be entered in any column, as long as the debit and credit amounts balance (i.e., sum to zero). Minus signs must be entered to identify credit entries (e.g., -2000).

Before You Begin

Gather this information before using the Manual Journal Entry (ACJE) screen, illustrated in Figure 10-13

- Case number
- Post code and amount for debit entries
- Post code and amount for credit entries

Setting the preclose flag on the Accounting Period Preclose (IFCP) screen, described in detail and illustrated under **Accounting Period Status (IFCP) Data Screen**, signals SAMS to run the preclose during the nightly batch processes. Authorized accounting personnel can continue to make journal entries until the nightly preclose process runs. After the preclose flag is set, the system takes a snapshot (i.e., creates shadow tables) of the data for the preclose process. Authorized accounting personnel can request/initiate preclose many times for an accounting period that has not closed. No changes can be made to closed accounting periods.

10.4 - Close Accounting Period (continued)

SCREEN: AACJE_		S A M S		03/03/03	
ACJE MANUAL JOURNAL ENTRY ADD				17:37:48 EST	
CASE NUMBER: _____		TRANSACTION DATE: _____			
HUD OFFICE	NAME			ACQ TYPE	
ADDRESS				DEBITS	\$0.00
				CREDITS	\$0.00
JE DESC:				BALANCE	\$0.00
*POST		*POST			
CODE	AMOUNT	CODE	AMOUNT		
				COMPLETE: _	
CASE HUD OFFICE PREFIX IS REQUIRED					
PF 1=HELP 2=SWITCH 3=CANCEL 4=PREV MENU 5=MAIN MENU 9=CLEAR 10=REVERSE JE					

Figure 10-13 Manual Journal Entry Add (AACJE) Screen

Data Screen Options

On the Manual Journal Entry (ACJE) data screen:

- To **add (create)** and **post** a manual journal entry (JE), enter *AACJE* in the Screen field and press the <F2> key.

Note

Journal entries **cannot** be created or posted to case numbers where the active inventory flag is T (terminated case), B (bad case), or C (closed case), or to a closed accounting period.

10.4 - Close Accounting Period (continued)

Procedure Table Follow the instructions in Table 10-12 Manual Journal Entry (ACJE) Screen Procedure Table to create and post a manual journal entry:

Table 10-12 Manual Journal Entry (ACJE) Screen Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Case Number	9 alphanumeric characters	[REQUIRED] Enter the case number.
Press the <F2> key.		
Result: The system retrieves and displays the available values of the fields identified here		
Transaction Date	8 alphanumeric characters yy/mm/dd	To modify the date displayed, type over the current entry. Note: The date entered must not be greater than the current date or for a closed accounting period.
		System-generated; default is the current system date.
HUD Office	N/A	System-generated; based on the entry in the <u>Case Number</u> field.
Name	N/A	System-generated; based on the entry in the <u>Case Number</u> field.
Acq Type	N/A	System-generated; based on the entry in the <u>Case Number</u> field.
Address	N/A	System-generated; based on the entry in the <u>Case Number</u> field.
Debits	N/A	System-generated; total of all debit entries in the debit <u>Amount</u> fields (i.e., entries without a minus sign).
	N/A	System-generated; total of all credit entries in the credit <u>Amount</u> fields (i.e., entries with a minus sign).
JE Desc	21 alphabetic characters	[REQUIRED] Enter a brief description of the reason the JE is being created.
Balance	N/A	System-generated; balance of all debits and credits entered below. Note: The system does not allow the transaction displayed on the screen to be committed if the debits and credits posted do not match. The balance must equal 0 upon completion.
*Post Code	2 alphabetic characters	[REQUIRED] Enter the post code (debit or credit) associated with the dollar value entered in the associated <u>Amount</u> field. Enter a ? and press the <ENTER> key to select a post code from the Lookup table.

10.4 - Close Accounting Period (continued)

Table 10-12 Manual Journal Entry (ACJE) Screen Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Amount	15 numeric characters \$123,456,789.45	[REQUIRED] Enter the dollar value for the post code (debit or credit) shown in the <u>Post Code</u> field. Note <i>It is not necessary to enter a dollar sign or commas. Decimals must be entered only if the amount has cents attached.</i> Note: <i>Credits must be preceded by a negative or minus sign (-).</i>
<i>Repeat the post code and amount entry tasks until all data are entered. Press the <ENTER> key at any time to verify that the <u>Balance</u> data field equals zero.</i>		
Complete	1 alphabetic character X	[REQUIRED] Enter <i>X</i> in the <u>Complete</u> field when the <u>Balance</u> field equals zero.
<i>To commit the addition and posting of the journal entry entered to the general ledger, press the <ENTER> key.</i> Result: <i>The system displays an appropriate error message or the successful completion message. Once the successful completion message displays (with the unique Journal Entry ID number assigned by the system to this transaction), be certain to press the <ENTER> key again to clear this message before attempting to:</i> <ul style="list-style-type: none">• <i>adding another journal entry</i>• <i>exiting this screen</i> Note: <i>If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.</i>		

Journal Entry Reversal (ACJR) Data Screen

The Journal Entry Reversal (ACJR) data screen allows authorized SFPID accounting personnel to reverse existing journal entries. When a journal entry is successfully reversed:

1. A new journal entry is created to reverse the original or existing journal entry.
2. The original journal entry's ID (i.e., JE ID) number is placed in the reversed journal entry ID field of the new journal entry.
3. The new journal entry's ID number is placed in the reversed journal entry ID field of the original journal entry.

This cross-posting of JE ID numbers is for traceability and audit purposes.

Note

Journal entries can **only** be reversed one time. Cash journal entries **cannot** be reversed using this screen.

Before You Begin

Gather this information before using the Journal Entry Reversal (ACJR) screen, illustrated in Figure 10-14:

- JE ID number of the original journal entry to be reversed
- data to be posted

On the Accounting Period Preclose (IFCP) screen, described in detail and illustrated under **Accounting Period Status (IFCP) Data Screen**, the user enters R (Request Preclose) to signal SAMS to run the preclose batch process during the nightly batch processes. Authorized accounting personnel can continue to reverse journal entries until the nightly preclose process runs. After the batch preclose process is initiated, no more manual journal entries can be reversed until the preclose process is unlocked.

Reminder

Authorized accounting personnel can request/initiate a preclose many times for an accounting period that has not closed. **No changes** can be made to closed accounting periods.

10.4 - Close Accounting Period (continued)

S A M S				03/03/03 17:38:39 EST	
SCREEN: <u>RACJR</u>		ACJR JOURNAL ENTRY REVERSAL			
JOURNAL ENTRY ID: 0000000000		REVERSAL DATE: _____			
CASE NUMBER		ORIGINAL TRANSACTION DATE			
HUD OFFICE	NAME	ACQ TYPE			
ADDRESS		ACCOUNTING EVENT			
POST CODE	AMOUNT	POST CODE	AMOUNT		
JOURNAL ENTRY ID IS REQUIRED				COMPLETE: -	
PF 1=HELP 2=SWITCH 3=CANCEL 4=PREV MENU 5=MAIN MENU 10=ADD JE					

Figure 10-14 Journal Entry Reversal (RACJR) Screen

Data Screen Options

On the Journal Entry Reversal (ACJR) data screen:

- To **reverse** an existing journal entry, enter *RACJR* in the Screen field and press the <F2> key.

Procedure Table

Follow the instructions in Table 10-13 Journal Entry Reversal (ACJR) Screen Procedure Table to reverse an existing journal entry using its unique Journal Entry ID number:

Table 10-13 Journal Entry Reversal (ACJR) Screen Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Journal Entry ID	8 numeric characters	[REQUIRED] Enter the unique JE ID number.
<i>Press the <F2> key.</i>		
Result: The system <i>retrieves and displays the available values of the fields identified here</i>		
Reversal Date	8 alphanumeric characters mm/dd/yy	To modify the entry in this field, enter any date that is greater than the current date and is not for a closed accounting period. System-generated; default is the current system date.
Case Number	N/A	System-generated; based on the entry in the <u>Journal Entry ID</u> field.
Original Transaction Date	N/A	System-generated; based on the entry in the <u>Journal Entry ID</u> field.

Table 10-13 Journal Entry Reversal (ACJR) Screen Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
HUD Office	N/A	System-generated; based on the entry in the <u>Journal Entry ID</u> field.
Name	N/A	System-generated; based on the entry in the <u>Journal Entry ID</u> field.
Acq Type	N/A	System-generated; based on the entry in the <u>Journal Entry ID</u> field.
Address	N/A	System-generated; based on the entry in the <u>Journal Entry ID</u> field.
Accounting Event	N/A	System-generated; based on the entry in the <u>Journal Entry ID</u> field.
Post Code	N/A	System-generated; based on the entry in the <u>Journal Entry ID</u> field.
Amount	N/A	System-generated; based on the entry in the <u>Journal Entry ID</u> field.
Complete	1 alphabetic character X	[REQUIRED] Enter <i>X</i> in the <u>Complete</u> field when ready to reverse the journal entry that is displayed.
<p><i>To commit the reversal of the journal entry that is displayed, press the <ENTER> key.</i></p> <p>Result: <i>The system displays an appropriate error message or the successful completion message. Once the successful completion message displays (with the unique Journal Entry ID number assigned by the system for this transaction), be certain to press the <ENTER> key again to clear this message before attempting to:</i></p> <ul style="list-style-type: none"> • <i>making corrections to any errors</i> • <i>reversing another journal entry</i> • <i>exiting this screen</i> <p>Note: <i>If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.</i></p>		

Accrual Manual Journal Entry (ACAM) Data Screen

The Accrual Manual Journal Entry (ACAM) data screen allows authorized SFPID accounting personnel to:

- Locate manual journal entries
- Add manual journal entries
- Modify manual journal entries
- Post monthly accruals to the general ledger
- Post yearly accruals to the general ledger
- Reverse accrual entries made to the general ledger

The debit and credit accrual amount is entered as a single detail line with the accrual amount, debit account ID, the credit account ID, number of cases, and number of units displayed as a single detail line item. Only one debit and one credit detail record is allowed for each manual accrual entry.

Some accruals created prior to the current dual entry process have multiple entries (more than two sequence numbers). However, only the first entry associated with the Accrual Manual ID entered on the Accrual Manual Journal Entry (ACAM) screen displays in the query, modify, and reverse modes.

For a reversal, while only the **first entry** associated with the accrual manual ID entered (when multiple entries exist) displays, **all the entries** associated with the ID are reversed. After reversal, the user can enter the corrected accrual using the add mode of this screen.

Reminder

Accrual entries are **not** case specific and can only be reversed one time.

There is a system-generated accrual created during the preclose process to record acquisition costs for cases sold before the claim is paid. It is based on the number of claims during a given month and the average claim payment during the month. The accrual establishes an acquisition cost and calculates the loss for each property in steps 9 or 10 which have no acquisition cost posted. This entry is automatically reversed the following month.

Manual accrual journal entries cannot be processed until the monthly preclose is initiated on the Accounting Period Preclose (IFCP) screen, described and illustrated under **Accounting Period Status (IFCP) Data Screen**. Authorized accounting personnel can make accrual journal entries until the preclose process is run. After a batch preclose process is run, the preclose process is closed and no more manual accrual journal entries can be entered unless the preclose process is unlocked.

Authorized accounting personnel can request/initiate a preclose many times for an accounting period that has not closed. No changes may be made to closed accounting periods.

Gather this information before using the Accrual Manual Journal Entry (ACAM) screen, illustrated in Figure 10-15

10.4 - Close Accounting Period (continued)

Data Screen Options

On the Accrual Manual Journal Entry (ACAM) data screen:

- To **locate (query)** an accrual to the general ledger, enter *QACAM* in the Screen field and press the <F2> key.
- To **add or post** an accrual to the general ledger, enter *AACAM* in the Screen field and press the <F2> key.

Note

One accrual record (a single debit and a single credit) for the dollar amount entered is created. Multiple accrual records cannot be created for a single manual accrual ID.

- . To **modify (add, modify, delete)** the manual accrual, enter *MACAM* in the Screen field and press the <F2> key.
- To **reverse** a posted accrual, enter *RACAM* in the Screen field and press the <F2> key

Note

The Reversal Date **must** be in an open accounting period. The Reversal Date **must** be greater than or equal to the original transaction date and greater than or equal to the first day of the open accounting period. The transaction date **must** be less than or equal to the current date.

10.4 - Close Accounting Period (continued)

Procedure Table Follow the instructions in Table 10-14 Accrual Manual Journal Entry (ACAM) Screen Procedure Table to create and post a new accrual or reverse an existing accrual:

Table 10-14 Accrual Manual Journal Entry (ACAM) Screen Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Accrual Manual ID	6 numeric characters	<p>[REQUIRED] In the <i>query</i>, <i>modify</i>, and <i>reverse</i> modes, enter the unique accrual manual identifier</p> <p><i>Note:</i> The accrual manual ID must be known to complete this transaction in all modes except the <i>add</i> mode.</p> <p>This field is not available in the <i>add</i> mode.</p>
<p>In <i>query</i>, <i>modify</i>, and <i>reverse</i> modes, enter the accrual manual ID and press the <F2>key.</p> <p>Result: The system retrieves and displays the available values of the header record and detail fields identified here:</p> <ul style="list-style-type: none"> The debit and credit account ID and amount associated with the accrual manual ID entered displays as a single detail line. If multiple entries (sequence numbers) are associated with an accrual, only the first detail line displays in the <i>query</i>, <i>modify</i>, and <i>reverse</i> modes. In <i>modify</i> mode, if multiple entries (sequence numbers) are associated with an accrual, the fields here will be protected (no journal entry allowed).. In the <i>modify</i> mode, if the selected record was previously reversed, the fields here will be protected (no journal entry allowed). 		
Transaction Type	2 alphanumeric characters AL = Allowance for Loss CR = Credit Reform Act DD = DOD Admin Costs MS = Miscellaneous M1 = Misc Entries I M2 = Misc Entries II M3 = Misc Entries III M4 = Misc Entries IV SC = Suspended Claims SO = Step 10 - No Claim S9 = Step 9 Receivables UC = Unconfirmed Cash YE = Year End Trans.	<p>[REQUIRED] In the <i>add</i> mode. In the <i>add</i> or <i>modify</i> modes, enter the transaction code for the type of manual accrual that is being entered.</p>
		System-generated; in the <i>query</i> , <i>modify</i> and <i>reverse</i> modes based on the information entered on the original accrual entry for the selected record.

10.4 - Close Accounting Period (continued)

Table 10-14 Accrual Manual Journal Entry (ACAM) Screen Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Transaction Date	8 alphanumeric characters mm/dd/yy	[REQUIRED] In the <i>add</i> mode, the transaction date automatically defaults to the current date, but may be modified. Enter the desired date in the <i>add</i> or <i>modify</i> modes. The date cannot be greater than the current system date nor for a closed accounting period.
		System-generated; in the <i>query</i> , <i>modify</i> and <i>reverse</i> modes based on the entry in the <u>Accrual Manual ID</u> field.. Display only.
Reversal Date	10 alphanumeric characters mm/dd/yyyy	In the <i>add</i> or <i>modify</i> modes, enter the reversal date. The date entered cannot be prior to the current system date (i.e., the date must be equal to the current system date or must be a future date).
		System-generated in the <i>query</i> , <i>modify</i> and <i>reverse</i> modes based on the date entered on the original accrual entry for the record selected in the <u>Accrual Manual ID</u> field. .
*Section of the Act	3 numeric characters	[REQUIRED] In the <i>add</i> mode. In the <i>add</i> or <i>modify</i> modes, enter the SOA or enter a ? and press the <ENTER> key to select the SOA from the Lookup screen.
		<i>Note: If the Lookup screen is used, the fund code is automatically generated.</i>
		<i>Note: The system verifies that the SOA is valid for the accrual ID entered, and issues an error message if invalid.</i>
		System-generated; in the <i>query</i> , <i>modify</i> and <i>reverse</i> modes based on the data available for the record selected in the <u>Accrual Manual ID</u> field.
*Fund	2 alphabetic characters	[REQUIRED] In the <i>add</i> mode. In the <i>add</i> or <i>modify</i> modes, enter the fund code if one is not generated, or enter a ? and press the <ENTER> key to select a fund code from the Lookup screen.
		<i>Note: This field is automatically generated in the add mode when the Look-up screen is used to select the entry in the <u>Fund Code</u> field.</i>
		System-generated; in the <i>query</i> , <i>modify</i> and <i>reverse</i> modes.

10.4 - Close Accounting Period (continued)

Table 10-14 Accrual Manual Journal Entry (ACAM) Screen Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
*Acq Type	1 alphanumeric character	[REQUIRED] In the <i>add</i> mode. In the <i>add</i> or <i>modify</i> modes, enter the acquisition type or enter ? for the Lookup screen.. System-generated; in the <i>query</i> , <i>modify</i> and <i>reverse</i> modes.
Opt	1 alphanumeric character A=Add M=Modify D=Delete	[REQUIRED] In the <i>modify</i> mode, enter the desired option and press the <ENTER> key: <ul style="list-style-type: none"> • <i>A</i> (add) is available only if the existing detail line was removed with the delete option. • <i>M</i> (modify) updates both the credit and debit side of the entry with the amount entered in the <i>Accrual Amount</i> field and the system supplies the appropriate positive and negative signs. • <i>D</i> (delete) removes both the credit and debit side of the entry as long as existing edit rules allow. <p><i>Note:</i> This field is not available in the <i>add</i>, <i>query</i>, or <i>reversal</i> modes. This field is only available in the <i>modify</i> mode if multiple sequence numbers do not exist for the selected record and the selected record was not previously reversed..</p>
Accrual ID		System-generated; in the <i>add</i> mode when an accrual entry is posted to the general ledger. In the <i>modify</i> , <i>reverse</i> , and <i>query</i> modes this field is system-generated based on the record selected in the <i>Accrual Manual ID</i> field.. This field is protected (no data entry allowed)..
*Debit Account ID	10 alphanumeric characters	[REQUIRED] In the <i>add</i> mode. In the <i>add</i> or <i>modify</i> modes, enter the chart of account ID or enter a ? to select an account ID from the Lookup screen. It is not necessary to enter a dollar sign or commas. Decimals must be entered only if the amount is not for a whole dollar amount. System-generated in the <i>query</i> , <i>modify</i> , and <i>reverse</i> modes.

Table 10-14 Accrual Manual Journal Entry (ACAM) Screen Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
*Credit Account ID	10 alphanumeric characters	[REQUIRED] In the <i>add</i> mode. In the <i>add</i> or <i>modify</i> modes, enter the chart of account ID or enter a ? to select an account ID from the Lookup screen. It is not necessary to enter a dollar sign or commas. Decimals must be entered only if the amount is not for a whole dollar amount. Credit amounts must be preceded or followed by a negative or minus (-) sign. System-generated in the <i>query</i> , <i>modify</i> , and <i>reverse</i> modes.
Number of Cases	6 numeric characters	[REQUIRED] In the <i>add</i> mode. In the <i>add</i> or <i>modify</i> modes, enter the number of cases. System-generated; in the <i>query</i> , <i>modify</i> and <i>reverse</i> modes.
Number of Units	6 numeric characters	[REQUIRED] In the <i>add</i> mode. In the <i>add</i> or <i>modify</i> modes, enter the number of units. The Number of Units must be equal to or greater than the Number of Cases. System-generated; in the <i>query</i> , <i>modify</i> and <i>reverse</i> modes.
Accrual Amount		[REQUIRED] In the <i>add</i> mode. In the <i>add</i> or <i>modify</i> modes, enter the dollar amount to be applied to both the credit and debit account for this manual accrual ID. The same amount is applied to both the credit and debit account with the appropriate positive and negative signs. System-generated in the <i>query</i> , <i>modify</i> and <i>reverse</i> modes.

Table 10-14 Accrual Manual Journal Entry (ACAM) Screen Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Complete	1 alphabetic character X	Enter <i>X</i> in the <u>Complete</u> field and press the <ENTER> key to do the following: <ul style="list-style-type: none"> • add the new record • reverse the selected record • save the modifications entered for the selected record
<p><i>To commit the addition, reversal or modification of an accrual entry, press the <ENTER> key.</i></p> <p>Result: <i>The system displays an appropriate error message or the successful completion message and:</i></p> <ul style="list-style-type: none"> • <i>In the add mode, generates the manual accrual ID and creates the debit/credit record.</i> • <i>In the modify mode:</i> <ul style="list-style-type: none"> • <i>Under the add option, adds the information entered to the record.</i> • <i>Under the modify option, updates the record with the entries on this screen.</i> • <i>Under the delete option, deletes the selected record</i> • <i>In the reverse mode, reverses the accrual record. .</i> <p><i>Once the successful completion message displays be certain to press the <ENTER> key again to clear any messages before attempting to:</i></p> <ul style="list-style-type: none"> • <i>add another accrual entry</i> • <i>reverse another accrual entry</i> • <i>exit this screen</i> <p>Note: <i>If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.</i></p>		

10.4 - Close Accounting Period (continued)

Cash Reconciliation (ACRE) Data Screen

The Cash Reconciliation (ACRE) data screen allows authorized SFPID accounting personnel to enter data received from the HUD Cash Control Management Branch (CCMB). These data are used to reconcile on-line the HUD SAMS cash account balances with the HUD CCMB cash account balances.

Valid accounting events for the SAMS Cash accounts 10-1002-10 (Collections) and 10-1002-20 (Disbursements) are shown in Table 10-15.

Table 10-15 SAMS Cash Accounts Accounting Events

Chart of Accounts ID 10-1002-10	
Code	Description
AL	Allocation Collection
AT	Allocation Collection
CC	Change Case
CF	Change Fund
CR	Direction Collection
CS	Change Section of Act
CT	Change Acquisition Type
LB	Lockbox Receipt
RC	Reclassify
TC	Terminated Case
WT	Wire Collection
XC	Uncollectible Checks
5C	557 Adjustment Collection
8C	1081 Collection
Chart of Accounts ID 10-1002-20	
AO	Allocation - Disbursement
AS	Allocation Disbursement
CC	Change Case
CF	Change Fund
CR	Direction Collection
CS	Change Section of Act
CT	Change Acquisition Type
DB	Disbursements
DD	Direct Disbursement
DE	Disbursements EFT
PJ	Previous Period Adjustment
RC	Reclassify
SP	Accounts Payable Converted from DPI
TC	Terminated Case
VC	Void Checks
VE	Void EFT
1T	One Time Allocate
5D	557 Adjustment Disbursement
8D	1081 Disbursements

10.4 - Close Accounting Period (continued)

Before You Begin

Gather this information before using the Cash Reconciliation (ACRE) screen, illustrated in Figure 10-16

- Schedule date
- Accounting period to be reconciled
- Accounting event
- Schedule number

```

SAMS
03/03/03 17:40:25 EST
SCREEN: QACRE_ ACRE CASH RECONCILIATION QUERY

PERIOD: _____ ACCOUNTING EVENT: _____
SCHEDULE DATE: _____ SCHEDULE NUMBER: _____

SCHEDULE DATE: _____ PERIOD: _____
ACCOUNTING EVENT: _____
SCHEDULE NUMBER: _____
AMOUNT: _____

PERIOD IS REQUIRED
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 9=CLEAR

```

Figure 10-16 Cash Reconciliation (QACRE) Query Screen

Data Screen Options

On the Cash Reconciliation (ACRE) data screen:

- To **locate (query)** an existing accounting event, enter *QACRE* in the Screen field and press the <F2> key.
- To **add** an accounting event, enter *AACRE* in the Screen field and press the <F2> key.
- To **modify** an existing, accounting event, enter *MACRE* in the Screen field and press the <F2> key.
- To **delete** an existing, accounting event, enter *DACRE* in the Screen field and press the <F2> key.

10.4 - Close Accounting Period (continued)

Procedure Table Follow the instructions in Table 10-16 Cash Reconciliation (ACRE) Screen Procedure Table to add, modify, or delete a cash reconciliation event for an accounting period:

Table 10-16 Cash Reconciliation (ACRE) Screen Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Period	7 alphanumeric characters MM/YYYY	[REQUIRED] In the <i>query</i> , <i>modify</i> or <i>delete</i> modes, enter the accounting event to be reconciled. <i>Note:</i> This field is not available in the add mode.
Accounting Event	2 alphanumeric characters (Refer to Table 10-15 for listing of valid entries)	[REQUIRED] In the <i>query</i> , <i>modify</i> , or <i>delete</i> modes, enter the accounting event corresponding to the cash account to be reconciled. <i>Note:</i> This field is not available in the add mode.
Schedule Date	10 alphanumeric characters MM/DD/YYYY	[REQUIRED] In the <i>query</i> , <i>modify</i> , or <i>delete</i> modes, enter the schedule date. <i>Note:</i> This field automatically defaults to the current date, but may be modified. <i>Note:</i> The Schedule Date should not be greater than the current system date or for a closed accounting period. <i>Note:</i> This field is not available in the add mode.
Schedule Number	5 numeric characters	In the query, modify, or delete modes, enter the schedule number, if one has been assigned. <i>Note:</i> If the assigned number is less than five (5) digits, SAMS automatically includes the leading zeros. Example: Schedule number 123 appears as 00123. <i>Note:</i> This field is not available in the add mode..
Press the <F2> key.		
Result: The system retrieves and displays the available values of the fields identified here		

10.4 - Close Accounting Period (continued)

Table 10-16 Cash Reconciliation (ACRE) Screen Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Schedule Date	10 alphanumeric characters YYYY/MM/DD	<p>[REQUIRED] In the add mode, enter the schedule date</p> <p><i>Note:</i> This field automatically defaults to the current date in add mode, but may be modified.</p> <p><i>Note:</i> The Schedule Date should not be greater than the current system date or for a closed accounting period.</p>
		System-generated; in the query , modify , and delete modes based on the entries in the <u>Period</u> , <u>Accounting Event</u> , <u>Schedule Date</u> , and <u>Schedule Number</u> fields.
Period	7 alphanumeric characters MM/YYYY	<p>[REQUIRED] In the add mode, enter the accounting period to be reconciled. The default value for this field in the add mode is the current system month and year.</p>
		System-generated; in the query , modify , and delete modes based on the entries in the <u>Period</u> , <u>Accounting Event</u> , <u>Schedule Date</u> , and <u>Schedule Number</u> fields. Display only.
Accounting Event	2 alphanumeric characters (Refer to Table 10-15 for listing of valid entries)	<p>[REQUIRED] In the add mode, enter the accounting event for the type of cash reconciliation that is being entered.</p>
		System-generated; in the query , modify , and delete modes based on the entries in the <u>Period</u> , <u>Accounting Event</u> , <u>Schedule Date</u> , and <u>Schedule Number</u> fields. Display only.
Schedule Number	5 numeric characters	<p>In the add mode enter the schedule number, if one has been assigned.</p>
		System-generated; in the query , modify , and delete modes based on the entries in the <u>Period</u> , <u>Accounting Event</u> , <u>Schedule Date</u> , and <u>Schedule Number</u> fields. Display only.

10.4 - Close Accounting Period (continued)

Table 10-16 Cash Reconciliation (ACRE) Screen Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Amount	13 numeric characters *999,999,999.99	[REQUIRED] In the <i>add</i> and <i>modify</i> modes, enter the cash account amount that corresponds to the accounting event entered. Amount can be negative (-) or positive (+).
<i>To commit the addition, modification or deletion of a cash reconciliation entry, press the <ENTER> key.</i>		
<p>Result: <i>The system displays an appropriate error message or the successful completion message. Once the successful completion message displays, be certain to press the <ENTER> key again to clear this message before attempting to:</i></p> <ul style="list-style-type: none">• <i>add another cash account reconciliation entry</i>• <i>modify another cash account reconciliation entry</i>• <i>delete another cash account reconciliation entry</i>• <i>exit this screen</i> <p>Note: <i>If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.</i></p>		

10.4 - Close Accounting Period (continued)

Accounting Period Status (IFCP) Data Screen

The Accounting Period Status (IFCP) data screen allows authorized SFPID accounting personnel to request:

- A preclose (e.g., such as a trial balance that can be performed many times until all of the accounts balance and are correct) for the current accounting period
- A close of all SAMS accounting activities for the current accounting period.

Initiating a preclose or a close on the Accounting Period Status (IFCP) screen locks the accounts for the selected accounting period.

Note

While the accounts are locked, no additional activity can be posted for the accounting period to be closed.

Only authorized accounting personnel can lock or unlock a preclose accounting period to allow adjustments to the accounts. After completing the adjustments a preclose is initiated again.

The close can only be requested after an accounting period that has been preclosed. A locked preclose is required before a close can be initiated. Once the system closes the accounting period, it automatically sets the next accounting period as unlocked and available for a preclose.

Reminder

Prior to initiating a preclose or a close, make certain that all appropriate activity has been posted to the accounting period to be closed.

Before You Begin

Before using the Accounting Period (IFCP) Status screen, illustrated in Figure 10-17:, determine the action (e.g., preclose, close, or unlock) to be taken.

Note

The preclose, close or unlock actions initiated on the Accounting Period Status (IFCP) screen are for the current accounting period only. Once an accounting period is closed, no further accounting activity can be recorded for that period. If adjustments are necessary for an accounting period with a status of C (Period Closed), they must be made through adjustments to the current unclosed accounting period.

10.4 - Close Accounting Period (continued)

```

                                S A M S
SCREEN: MIFCP_   IFCP MODIFY ACCOUNTING PERIOD STATUS   03/03/03
                                                         17:32:17 EST

CURRENT ACCOUNTING PERIOD: 2003/02/28
STATUS: U

ACTION: _   ENTER 'R' TO REQUEST PRECLOSE

NOTE:  ONCE AN ACCOUNTING PERIOD HAS BEEN CLOSED,
        AND THE JOURNAL ENTRIES HAVE BEEN POSTED,
        NO FURTHER ACCOUNTING ACTIVITY MAY TAKE PLACE.

STATUS CODES:

        U = PERIOD UNLOCKED
        R = PRECLOSE REQUESTED
        P = PERIOD PRECLOSED
        L = CLOSE REQUESTED
        C = PERIOD CLOSED

CURRENT ACCOUNTING PERIOD IS READY FOR PRECLOSE.
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 9=CLEAR

```

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Figure 10-17 Modify Accounting Period Status (MIFCP) Screen

Data Screen Options

On the Accounting Period Preclose (IFCP) data screen:

- To **modify** the accounting period status, enter *MIFCP* in the Screen field and press the <F2> key
- To **set the flag** to initiate a preclose or close of accounting period enter *MIFCP* in the Screen field and press the <F2> key

Procedure Table

Follow the instructions in Table 10-17 Accounting Period Status (IFCP) Screen Procedure Table to request a preclose of the accounting period, request a close of the accounting period, and unlock an accounting period:

Table 10-17 Accounting Period Status (IFCP) Screen Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Current Accounting Period	N/A	System-generated; based on the current accounting period. Display only.
Status	1 alphabetic character	System-generated; based on the status of the accounting period indicated in the <u>Current Accounting Period</u> field.

Table 10-17 Accounting Period Status (IFCP) Screen Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Action	1 alphabetic character U = Unlock Period R = Request Preclose P = Period Preclosed L = Request Close C = Period Closed	<p>[REQUIRED] The entries allowed in this field depend on the current status of the accounting period. In this field enter:</p> <ul style="list-style-type: none"> a <i>U</i> (unlock period) and press the <ENTER> key to unlock the accounting period. This entry is allowed for accounting periods with a current status of <i>R</i> (Preclose Requested) or <i>P</i> (Period Preclosed). <p>Result: <i>The accounting period is unlocked and journal entries can be entered to adjust the balances prior to a subsequent preclose request.</i></p> <ul style="list-style-type: none"> an <i>R</i> (preclose requested) and press the <ENTER> key to initiate the preclose run during the nightly batch cycle. This entry is allowed for accounting periods with a current status of <i>U</i> (Period Unlocked). <p>Result: <i>The accounting period preclose is initiated. During the nightly batch cycle all JEs for the affected accounting period are summarized and posted to holding tables to allow the user to review the accounting entries and make modifications before the final close is run. The accounting period status is set to P (period preclosed) when the nightly batch cycle runs.</i></p> <ul style="list-style-type: none"> an <i>L</i> (close requested) to initiate the accounting period close. This entry is allowed only for accounting periods with a current status of <i>P</i> (Period Preclosed). <p>Result: <i>The accounting period close is generated and during the nightly batch all JEs that were posted to the holding tables during the last preclose are posted to the SAMS general ledger. The accounting period status is set to C (closed).</i></p>

Table 10-17 Accounting Period Status (IFCP) Screen Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Action (continued)		<p>System-generated; when the screen first displays based on the current status of the accounting period. The default status for this field is <i>U</i> (Period Unlocked). The system automatically changes the action/status displayed in this field to:</p> <ul style="list-style-type: none"> • <i>P</i> (Period Preclosed) when the nightly batch runs successfully after the action flag is set to <i>R</i> (request preclose). • <i>C</i> (Period Closed) when the nightly batch runs successfully after the action flag is set to <i>L</i> (request close). <p>Note: <i>No further accounting activity can be recorded for an accounting period with a status of C (Period Closed). Necessary adjustments for an accounting period in Period Closed (C) status must be made through adjustments to the current unclosed accounting period.</i></p>

10.5 General Ledger Query

Introduction

The SAMS general ledger query screens allow authorized HOC, SFAAB, and SFPID accounting personnel to:

- access and review the journal entries that have been posted for a specific property using its unique case number or a specific batch number
- review monthly totals or roll-ups by account, fund, and date of accounting period of the SAMS general ledger accounts that have been sent to the HUD general ledger, which is maintained by Management Science of America (MSA) accounting software package.

Note

Field office personnel have access through the query (QACPL) mode of the JE List by Property (ACPL) screen only. Refer to **JE List By Property (ACPL) Query Screen** for a detailed description and illustration of this screen.

Query Screens

The following query screens are described in this section:

- JE List By Property.....ACPL
- GO TO: JE Detail By PropertyACDL
- JE List By Batch NumberACLB
- MSA Monthly Activity Listing.....IFML

Before You Begin

Gather this information before using the JE List by Property (ACPL) screen, illustrated in Figure 10-18.

- case number to be queried
- a Journal Entry ID number, if a specific journal entry or a range of journal entries is to be accessed

Figure 10-18 JE List by Property (QACPL) Query Screen

Query Screen Options

On the JE List By Property query screen (ACPL), To **locate (query)** all of the journal entries posted for a property, either:

- Enter *QACPL* in the Screen field and press the <F2> key
- Enter an *X* in the Sel field on the Journal Entry Locate by Disbursement (CLLS) query screen, and press the <ENTER> key. The Journal Entry by Disbursement (CLLS) screen is described in detail under **Journal Entry Locate by Disbursement (CLLS) Query Screen in Chapter 4 - Disbursements**. The Case Number and Next Journal Entry ID fields are populated automatically.

10.5 - General Ledger Query (continued)

Procedure Table Follow the instructions in Table 10-18 JE List by Property (ACPL) Screen Procedure Table to retrieve all of the journal entries posted for a property using its unique case number:

Table 10-18 JE List by Property (ACPL) Screen Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Case Number	9 alphanumeric characters	[REQUIRED] Enter the case number.
		System-generated; when this screen is accessed from the Journal Entry Locate by Disbursement (CLLS) screen, described under Journal Entry Locate by Disbursement (CLLS) Query Screen in Chapter 4-Disbursements .
Next Journal Entry ID	10 numeric characters	To find a specific journal entry, type the unique identification number over the entry in this field. System-generated;
		<ul style="list-style-type: none"> • Default for this field is 0000000000. • Based on the journal entry record selected from the Journal Entry Locate by Disbursement (CLLS) screen, described under Journal Entry Locate by Disbursement (CLLS) Query Screen in Chapter 4-Disbursements.
Press the <F2> key.		
Result: The system retrieves and displays only those journal entries associated with the case number that matches the entry in the <u>Case Number</u> field. If a specific journal entry ID was entered, the system includes in the list only those journal entries that are equal to or higher than the unique identifier entered in the <u>Next Journal Entry ID</u> field.		
Sel	1 alphabetic character X	Enter an X next to the desired journal entry ID and press the <ENTER> key.
		Result: The Journal Entry Detail By Property (ACDL) screen, described in detail under GOTO JE By Property (ACDL) Query Screen , displays the details of the selected journal entry.
Journal Entry ID	N/A	System-generated; based on the entry in the <u>Case Number</u> field.
Acct Event	N/A	System-generated; based on the entry in the <u>Case Number</u> field.
Post Date	N/A	System-generated; based on the entry in the <u>Case Number</u> field.
Amount	N/A	System-generated; based on the entry in the <u>Case Number</u> field.

Table 10-18 JE List by Property (ACPL) Screen Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Batch Number	N/A	System-generated; based on the entry in the <u>Case Number</u> field. <i>Note:</i> An entry displays in this field only if the posting was a collection transaction.
Batch Sequence	N/A	System-generated; based on the entry in the <u>Case Number</u> field. <i>Note:</i> An entry displays in this field only if the posting was a collection transaction.

GOTO JE By Property (ACDL) Query Screen

The GOTO JE by Property (ACDL) query screen identifies the details of journal entries associated with a specific case number. For each journal entry, the system displays each of the associated post codes, accounting events, account IDs and dollar amounts. The user has the option of:

- entering a specific journal entry ID to display only the entries for that JE for the selected case number
- pressing the <F8> key to view higher numbered JE IDs associated with the case number selected
- pressing the <F3> key to return to the JE List by Property (ACPL) query screen, described in detail and illustrated under **JE List By Property (ACPL) Query Screen**, if the screen was accessed using the GOTO option on the JE List By Property (ACPL) Query screen.

Before You Begin

Gather this information before using the GOTO JE by Property (ACDL) screen, illustrated in Figure 10-19, to retrieve a specific journal entry:

- The case number
- The specific JE ID number for the journal entry

```

S A M S                                09/14/04
SCREEN: QACDL_                        ACDL JE BY PROPERTY QUERY          10:29:49 EST

CASE NUM:  _  _  _  NEXT JOURNAL ENTRY ID: 0000000000

JE ID          BATCH          SEQUENCE          POST DATE
REV JOURNAL ENTRY ID

POST ACCT ACQ          POST ACCT ACQ
CODE EVT TYPE ACCOUNT ID      AMOUNT      CODE EVT TYPE ACCOUNT ID      AMOUNT

CASE HUD OFFICE  PREFIX IS REQUIRED
PF 1=HELP 2=SWITCH 3=LISTING 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD 9=CLEAR

```

Figure 10-19 JE by Property (QACDL) Query Screen

10.5 - General Ledger Query (continued)

Query Screen Options

On the GOTO JE By Property (ACDL) screen, to **locate (query)** the details of a specific journal entry posted for a property, either:

- Enter *QACDL* in the Screen field and press the <F2> key
- Enter the specific journal entry ID on the JE List by Property (ACPL) query screen, described in detail under **JE List By Property (ACPL) Query Screen**, and press the <ENTER> key

Procedure Table

Follow the instructions in Table 10-19 GOTO JE by Property (ACDL) GOTO Screen Procedure Table to retrieve the details associated with a single journal entry using the case number and the desired Journal Entry ID number:

Table 10-19 GOTO JE by Property (ACDL) GOTO Screen Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Case Num	9 numeric characters	[REQUIRED] Enter the unique identifier for the case to be viewed.
		System-generated; when accessed as a GOTO screen from the JE List by Property (ACPL) screen, based on the information entered in the <u>Case Number</u> and <u>Next Journal Entry ID</u> fields on that screen. Refer to JE List By Property (ACPL) Query Screen for a detailed description and illustration of this screen.
Next Journal Entry ID	10 numeric characters	To find a specific journal entry, enter the unique identification number for the entry in this field and press the <F2> key.
		Result: <i>The list displayed on the screen begins with the journal entry ID that is greater than or equal to the entry in this field and continues in ascending numeric order to the bottom of the screen. The entry in this field reflects the first JE ID on the next screen.</i>
		System-generated; default value for this field is 0000000000.
		When this screen is accessed as a GOTO screen from the JE List by Property (ACPL) screen, the information displayed in this field is based on the entries in the <u>Case Number</u> and <u>Next Journal Entry ID</u> fields on that screen and reflects the first entry on the next screen. Refer to JE List By Property (ACPL) Query Screen for a detailed description and illustration of this screen.
Enter the case number and press the <F2> key.		
Result: <i>The system retrieves and displays the available values of the journal entry detail fields identified here.</i>		

Table 10-19 GOTO JE by Property (ACDL) GOTO Screen Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
JE ID	N/A	System-generated; JE ID associated with the detail displayed in the <u>Post Code</u> , <u>Acct Evt</u> , <u>Acq Type</u> , <u>Account ID</u> , and <u>Amount</u> fields.
Batch	N/A	System-generated; batch associated with the detail displayed in the <u>Post Code</u> , <u>Acct Evt</u> , <u>Acq Type</u> , <u>Account ID</u> , and <u>Amount</u> fields.
Sequence	N/A	System-generated; sequence number associated with the detail displayed in the <u>Post Code</u> , <u>Acct Evt</u> , <u>Acq Type</u> , <u>Account ID</u> , and <u>Amount</u> fields.
Post Date	N/A	System-generated; post date associated with the detail displayed in the <u>Post Code</u> , <u>Acct Evt</u> , <u>Acq Type</u> , <u>Account ID</u> , and <u>Amount</u> fields.
Rev Journal Entry ID	N/A	System-generated, unique identifier for the reversing Journal Entry, if any, associated with the entry in the <u>Case Num</u> field.
Post Code	N/A	System-generated; detail associated with the selected record indicated in the <u>Case Num</u> , <u>JE ID</u> , <u>Batch</u> , <u>Sequence</u> , and <u>Post Date</u> fields.
Acct Evt	N/A	System-generated; detail associated with the selected record indicated in the <u>Case Num</u> , <u>JE ID</u> , <u>Batch</u> , <u>Sequence</u> , and <u>Post Date</u> fields.
Acq Type	N/A	System-generated; detail associated with the selected record indicated in the <u>Case Num</u> , <u>JE ID</u> , <u>Batch</u> , <u>Sequence</u> , and <u>Post Date</u> fields.
Account ID	N/A	System-generated; detail associated with the selected record based on the information displayed in the <u>Case Number</u> and <u>Next Journal Entry ID</u> fields.
Amount	N/A	System-generated; detail associated with the selected record based on the information displayed in the <u>Case Number</u> and <u>Next Journal Entry ID</u> fields.

JE List By Batch Number (ACLB) Query Screen

The JE List by Batch Number (ACLB) query screen allows authorized SFPID accounting personnel and authorized SFAAB accounting personnel:

- to locate or review the journal entries that have been posted for a specific batch
- to locate a particular journal entry in a batch that needs to be verified, corrected, reclassified, or reversed.

Before You Begin

Gather this information before using the JE List by Batch Number (ACLB) screen, illustrated in Figure 10-20.

- batch number

S A M S										03/03/03	
SCREEN: QACLB_										17:42:06 EST	
ACLB JE LIST BY BATCH NUMBER QUERY											
BATCH NUMBER: 0000000000										NEXT BATCH SEQUENCE NUMBER: 0000000000	
DATE CREATED		NUMBER OF RECORDS		BATCH TYPE		STATUS					
READY TO POST TOTAL				SCHEDULE DATE		SCHEDULE NUM					
SEL	SEQUENCE NUMBER	SEQUENCE AMOUNT	STATUS L&F FLAG	FLAG CASE NUM	POST DATE	JOURNAL ENTRY ID					
BATCH NUMBER IS REQUIRED											
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD											

Figure 10-20 JE List by Batch Number (QACLB) Query Screen

Query Screen Options

On the JE List By Batch Number (ACLB) screen:

- To *locate (query)* or *review* one or more journal entries that are associated with a specific batch, enter *QACLB* in the Screen field and press the <F2> key or press the <F3> key on the Collection Reclassification (CLLR) screen, illustrated and described under **Collection Reclassification (CLLR) Screen** in **Chapter 10 – General Ledger**.

10.5 - General Ledger Query (continued)

Procedure Table Follow the instructions in Table 10-20 JE List by Batch Number (ACLB) Screen Procedure Table to find the journal entries that are associated with a specific batch using its unique batch number:

Table 10-20 JE List by Batch Number (ACLB) Screen Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Batch Number	10 numeric characters	[REQUIRED] Enter the desired batch number.
Next Batch Sequence Number	10 numeric characters	Enter the sequence number of the desired journal entry within the batch, if known, to locate a specific area of records within the batch. <i>Note:</i> This field displays the batch sequence number to be displayed next.
		System-generated; default is 0000000000. This field displays the number of the first sequence on the next screen.
<i>Press the <F2>key.</i>		
Result: The system retrieves and displays the available values for the fields identified here. If a batch sequence number is entered, the system only displays those sequence numbers that are equal to or are higher than the one entered.		
Date Created	N/A	System-generated; based on the entry in the <u>Batch Number</u> field.
Number of Records	N/A	System-generated; based on the entry in the <u>Batch Number</u> field.
Batch Type	N/A	System-generated; based on the entry in the <u>Batch Number</u> field.
Status	N/A	System-generated; based on the entry in the <u>Batch Number</u> field.
Ready-to-post Total	N/A	System-generated; based on the entry in the <u>Batch Number</u> field.
Schedule Date	N/A	System-generated; based on the entry in the <u>Batch Number</u> field.
Schedule Num	N/A	System-generated; based on the entry in the <u>Batch Number</u> field.

Table 10-20 JE List by Batch Number (ACLB) Screen Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Sel	1 alphabetic character X=CLLR	Enter an <i>X</i> in the <u>Sel</u> field to the left of the desired entry and press the <ENTER> key to display detailed information on the Collection Reclassification (CLLR) screen, described under Collection Reclassification (CLLR) Screen in Chapter 8 – Collections.
Sequence Number	N/A	System-generated; based on the entry in the <u>Batch Number</u> field.
Sequence Amount	N/A	System-generated; based on the entry in the <u>Batch Number</u> field. This field displays batch sequence amounts greater than –\$100 million and less than \$100 million.
Status Flag	N/A	System-generated; based on the entry in the <u>Batch Number</u> field.
L&F Flag	N/A	System-generated; based on the entry in the <u>Batch Number</u> field.
Case Number	N/A	System-generated; based on the entry in the <u>Batch Number</u> field.
Post Date	N/A	System-generated; based on the entry in the <u>Batch Number</u> field.
Journal Entry ID	N/A	System-generated; based on the entry in the <u>Batch Number</u> field.

**MSA Monthly
Activity
Listing (IFML)
Query Screen**

The MSA Monthly Activity Listing (IFML) query screen allows authorized SFPID accounting personnel to review the monthly totals of general ledger roll-ups by:

- account
- fund
- date of accounting period.

These monthly totals are written to a file that is downloaded and sent to the HUD general ledger system which uses the Management Science of America (MSA) application software to record the general ledger account roll-ups for all of HUD.

Before You Begin

Gather this information before using the MSA Monthly Activity Listing (IFML) screen, illustrated in Figure 10-21.

- MSA month to be reviewed
- Chart of Account ID number

```

S A M S
03/03/03
17:33:27 EST
SCREEN: QIFML_ IFML MSA MONTHLY ACTIVITY LISTING QUERY
MSA MONTH: _ CHART OF ACCOUNT ID: _
MSA MONTH          CHART OF          TOTAL
MONTH              ACCOUNT ID        AMOUNT
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD 9=CLEAR

```

Figure 10-21 MSA Monthly Activity Listing (QIFML) Query Screen

Query Screen Options

On the MSA Monthly Activity Listing query screen (IFML):

- To *locate (query)* or *review* the MSA activity for a specific accounting period or month, enter *OIFML* in the Screen field and press the <F2> key.

10.5 - General Ledger Query (continued)

Procedure Table Follow the instructions in Table 10-21 MSA Monthly Activity Listing (IFML) Screen Procedure Table to find and review the MSA activity for a specific accounting period or month:

Table 10-21 MSA Monthly Activity Listing (IFML) Screen Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
MSA Month	5 alphanumeric characters mm/yy	[REQUIRED] Enter the month and fiscal year applicable to the desired closed period.
Chart Of Account ID	10 numeric characters	Enter the chart of account ID, to view records associated with a specific chart of accounts.
<i>To review a different closed period, chart of account ID or fund, press the <F2> key.</i>		
Result: <i>SAMS retrieves and displays the available values for the fields identified here</i>		
MSA Month	N/A	System-generated; based on the entries in the <u>MSA Month</u> , and <u>Chart of Account ID</u> fields.
Chart Of Account ID	N/A	System-generated; based on the entries in the <u>MSA Month</u> , and <u>Chart of Account ID</u> fields.
Fund	N/A	System-generated; based on the entries in the <u>MSA Month</u> , and <u>Chart of Account ID</u> fields.
Total Amount	N/A	System-generated; based on the entries in the <u>MSA Month</u> , and <u>Chart of Account ID</u> fields.